

SHSI Series V

Accounting Systems

Accounts Receivable

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Sentinel Hill Software Inc.

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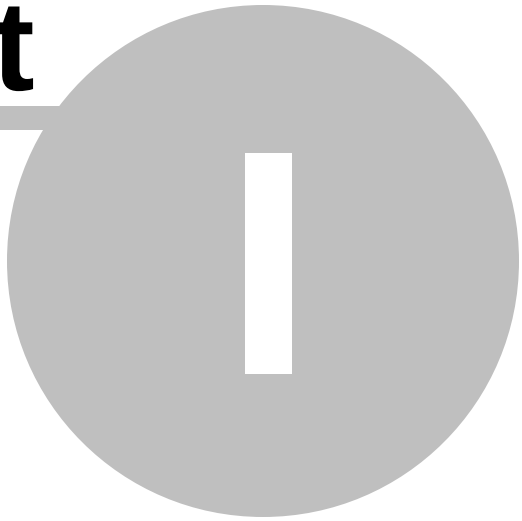
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Part



1 Welcome to Series 5 Accounts Receivable



The Series 5 Accounts Receivable system is one segment of a fully integrated set of Financial Applications. It provides a rich set of reporting and inquiry functions to your company's Receivables.

The Accounts Receivable system may be run stand-alone, on in conjunction with other applications. It functions as a subsidiary system to the Series 5 General Ledger system.

This help is designed both as a course in using the Series 5 Accounts Receivable and as an ongoing reference while you are working with the program.

Getting started – new users

- Study the Introduction 10 and Quick Start Tutorials sections to familiarize yourself with the basics of the application.
- Check out all the links in the **Help** tab – plenty of help is available!

Getting started – users upgrading from prior revisions

- See the History of Enhancements 12 for a quick summary of the major changes and where to find the functions you are looking for.
- Even if you are an experienced Accounts Receivable user, please run through the Introduction 10 and Quick Start Tutorials sections quickly to get up to speed with what has changed in the latest version of the program.

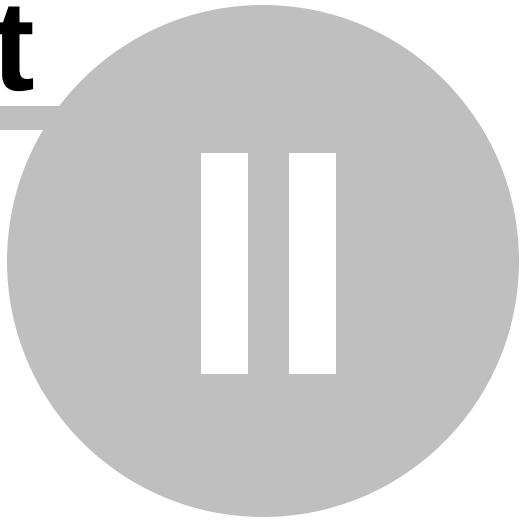
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Part



2 Introduction

The topics in this section provide some basic information about the Accounts Receivable system, what it is for and what you can do with it.

2.1 Product Overview

The Accounts Receivable system basically stores your Invoices from your sales of goods, manages your Cash Receipts, generates Customer Statements, provides historic inquiry, and produces distributions that interface to the <%PRODFAMIL%> General Ledger system. It is the application that controls your company's Receivables, including:



- **Recording your Customers' Information**
- **Entry and Inquiry of your Customer's Sales Transactions**
- **Entry and Inquiry of Customer Credits and Debits**
- **Entry and Inquiry of Customer Cash Receipts**
- **Prints Customer Statements**
- **Prints Receivables Aging and Overdue Analysis Reports**
- **Provides Analysis of Customer Activity**

The Accounts Receivable system handles the Receivables for a single company. If you have more than one company, then you need only to set up additional Series 5 company systems, one for each. Each A/R company may be interfaced into it's own G/L, or into a corporate G/L system.

The Accounts Receivable system may be used in conjunction with the Series 5 Professional Invoicing, Customer Order Processing, and Class Registration/Invoicing systems to capture all the invoices that are generated, and provides them with the Customer Master file.

2.2 Accounts Receivable Features

A brief summary of some of the major features of the Series 5 Accounts Receivable system!



Invoice and Cash Receipts Transaction Entry

Sales and Cash Transactions are entered on-line as sets of batches of transactions. The batches may have control totals, and are posted with a registers being generated. Invoices may also be interfaced from files down-loaded from user defined sources. The types of transactions include the following:

- Invoices

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- Prepaid Invoices (ie., Credit Card, Debit Card, or Checks)
- Credits
- Debits
- Cash Receipts



Ad-Hoc Customer Account Inquiry

For a selected Customer, you can Inquire and display lists of Open Items waiting to be paid. Selected transactions can also be output to spreadsheet for further analysis.



Open Item or Balance Forward Customers

The Accounts Receivable system provides for both Open Item processing and Balance Forward processing. Each customer may be defined as one or the other. Open Credits may be entered for either types of Customers. On a monthly basis, (or as however frequently is desired), the Customer Open Items are Purged, showing only those items that are left to be paid.



Customer Statements and/or Dunning Letters

Standard Customer Statements may be generated and printed, or emailed. Also, you may generated 3 versions of Dunning Letters accompanied by a brief statement. In either case, Statements or Letters may be printed with the Customers being sorted in a variety of ways.



Customer "Demographics" Codes

The Accounts Receivable system allows you to define your own "Customer Demographic" codes. These are informational type fields about your customers that you may like to define, depending on the type of your business. Once defined, you can enter those codes that are valid for the particular code. There is also a Code "Lookup" utility, and you can define multiple values for any type of code to each customer. Most of the reporting functions that are customer driven in all of the Series 5 systems provide for selection filters based on the Demographic codes.



Sales Analysis

There are a number of different Sales Analysis reports. These Include Analysis by Customer, Sales Representative, Sales Volume, Customer Type and State/ Province.

There is also a comprehensive Period Analysis, that generates period totals for up to 72 months or 10 years in the past, by Customer, Customer Type, Revenue Accounts, Sales Representatives or Sub-ledger Projects. The analysis is displayed to the screen in a grid with "drill-down" display of contributing transactions. The

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analysis can be displayed to a grid screen, printed, or exported to a spreadsheet.



User Defined G/L Account # ie., 9999-99-9999999 - 999

The G/L Account number is divided into two parts. The Main Account #, and the Profit Center. The Main Account can have up to 18 digits and can be segmented into up to four segments. The Profit Center may be 3, 4 or 5 digits in size. You get to define the size as required.

Extensive Export to Spreadsheet capabilities

The Series 5 provides for the loading or dumping of data from or to your favorite spreadsheet. Data can be read or written directly to Microsoft's Excel, or tab-delimited text files.

Data Export is offered for the following transactions, master records or analysis:

Input:
- **Customer Master Data**
- **A/R Tax Codes**
- **Sales Transactions from User Systems**

Output:
- **Customer Master Data**
- **A/R Tax Codes**
- **Customer Open Items**
- **A/R Distributions**
- **A/R Aging Report Details or Summary Totals**
- **Period Analysis Sub-Totals by Customer**
- **Period Analysis Sub-Totals by A/R Accounts**
- **Customer Overdue Analysis Totals**



Using the Series 5 Accounts Receivable can be fun

Don't believe it? Give it a try.

2.3 History of Enhancements

Over the lifespan of the Accounts Receivable system a number of major enhancements and minor fixes have been applied. Following is a brief summary, (listing the most recent items first).

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New and Different – Enhancements and Fixes in A/R

For 2013

Customer Statements

The operation to Generate Customer Statements has been enhanced. Now for a given customer, multiple Statements may be generated. A separate Statement may be generated for each A/R User Code, Sub-Ledger Project, or PI Invoice Attention-To name that was assigned to the Sales Transaction associated to each Open Item for the customer. A new property in the Customer's A/R Profile tab sub-screen is used to identify how, and if, multiple Statements are to be generated.

As an alternative, now for a given customer, the items listed on their Statement may be grouped by each A/R User Code, Sub-Ledger Project, or PI Invoice Attention-To name that was assigned to the Sales Transaction associated to each Open Item for the customer. A new property in the Customer's A/R Profile tab sub-screen is used to identify how, and if, grouping it performed. For each group reported, a sub-total is printed.

(Mar 15-2013)

Customer Codes Maintenance

New fields for properties associated to how a Customer's Statement is generated have been introduced to the the A/R Profile ta sub-screen in Customer Maintenance. Now for a given customer, multiple Statements may be generated. A separate Statement may be generated for each A/R User Code, Sub-Ledger Project, or PI Invoice Attention-To name that was assigned to the Sales Transaction associated to each Open Item for the customer. Also for a given customer, the items listed on the Statement may be grouped by each A/R User Code, Sub-Ledger Project, or PI Invoice Attention-To name that was assigned to the Sales Transaction associated to each Open Item for the customer.

(Mar 15-2013)

Calculation of Customer Finance Charges

The function used to compute Finance Charges has been enhanced. When computed for each customer, they are now written to a temporary transaction file. These records are displayed to a Series 5 grid screen and records may now be displayed sorted by Customer Code, Customer Name, Sales Representative, Customer Type, Overdue Amount, or the Date of the Oldest Outstanding Invoice on file. As well, displayed for each customer, is the total Credits, total Debits, # of Overdue Invoices, and the current Customer Balance. The computed Finance Charge amount may also be edited directly on the grid screen..

(Feb 26-2013)

User Sales Transaction Import from Spreadsheet or CSV or Tab-Delimited files

A new Operation has been introduced into the Accounts Receivable system. The menu item titled **Load Sales Trxs from Spsheet** provides the function to load Sales Transactions from a user supplied file into a Series 5 Sales Batch. These transactions

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may be Invoices, Prepaid Invoices or Credits. The user supplied file may be an Excel spreadsheet, a CSV file, or a tab-delimited file. Input data is validated, and either a full interface journal or an exception report may be generated. (This function complements the existing function to load Sales Transactions from a user supplied sequential flat file).

(Feb 06-2013)

Operations' menu-items Renamed

The Operations sub-menu function titled **Interface Users Sales Trxs** has been renamed to **Load Sales Trxs from Seq File**; and the sub-menu function titled **Interface Bank Cash Trxs** has been renamed to **Load Bank's Lock-Box Cash Trxs** .

(Feb 06-2013)

For 2012

Customer Dunning Letters

The generation of Customer "Dunning Letters", uses three text files for the content of each of the possible letters that may be sent out. The directory path used to specify where these letters are found is now defined be the variable CCCCC__DUNLETTER_PATH, (where CCCCC is the Company System Code), in the Runtime Configuration file.

(Sept 14-2012)

Customer Demographic Codes

The Series 5 Accounts Receivable provides the ability to define up to 15 User Defined codes. Each code has a description associated to it. This description field may now hold up to 50 characters.

(July-26-2012)

Upgrade instructions

When the software with this enhancement is installed, you **MUST** execute the AR Upgrade utility to have all applicable records rebuilt. Please contact Sentinel Hill Software for further information.

Customer Dunning Letters

The generation of Customer "Dunning Letters", has been enhanced to offer the option of having delinquent invoices printed with the letter. (At this time ONLY Professional Invoicing generated Invoices are printed). As well, the Dunning Letters may now be generated as formatted MS Word or PDF documents.

(July-19-2012)

For 2011

Customer Properties Import

The Customer "import" function has been enhanced to provide for the loading of a

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Customer Membership Code (or OWID #), and for each Contact's email address.

(Dec-20-2011)

Sales Transaction Entry Operation

When entering a Credit, or a Finance Charge transaction, if when positioned at the Document # entry field, the F1 function key is struck, the system will now assign the "***Next Credit/Finance Charge Doc #***" as defined in the A/R Control Preferences

(Oct-10-2011)

Customer Email Addresses Field Increased to 120 Characters

The Customer Company Name field has been increased to hold up to 150 character names. All applicable maintenance and display screens have been revised accordingly. The Upgrade program, as described in the previous enhancement item, when executed will update applicable files.

(Oct-10-2011)

Customer Company Name Field Increased to 150 Characters

The Customer Company Name field has been increased to hold up to 150 character names. All applicable maintenance and display screens have been revised accordingly. The Customer Lookup function still only displays a limited length, but if while positioned on a particular Company, the mouse right-click is pressed and held, the full name and address is displayed in a small pop-up window.

> **Upgrade Program Must be Executed**
>
> Existing users must have an Upgrade program executed to have applicable data records rebuilt accordingly. After installing the update, you must select **User Functions** from the menu on the Series 5 Main Menu screen, and select the **Upgrade A/R** function, and specifically choose to upgrade the Customer file, and the Customer Templates.

(Oct-10-2011)

New Feature to Attach Supporting Documents to Customers, Cash Receipts and Sales Transactions

You may now attach a variety of different documents to Master Customer records, Cash Receipt Transactions and Sales Transactions. Up to 15 separate documents may be selected, and attached and viewed from the Customer Codes Maintenance, the Sales Transaction Entry, the Cash Receipts Entry and the Historic Transaction Inquiry functions. These documents may also be viewed from the Customer Open Item Inquiry and Historic Open Item Inquiry functions. The different types of documents support are as follows:

- PDF
- Bitmap (*.BMP files)
- JPEG
- TIFF
- ASCII Text (*.TXT files)
- MS Word 2003 documents
- MS Word 2007 documents
- MS Excel 2003 documents
- MS Excel 2007 documents
- ASCII Text (*.txt files)

(Apr-14-2011)

User's Sales Transaction Interface

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When interfacing a user supplied file containing Sales Transactions, when choosing to generated an Exception Report, the system would validate each transaction's Customer Code, and A/R Revenue Distributions and print an error if any were undefined. If a given Sales transaction had an undefined Revenue Distribution, the Sales Transaction immediately following was not being properly tested. Thus, if two transactions in row had an error, the 2nd transaction's errors were not being reported. The problem has been fixed. *{Note that when the transactions were eventually written to a Sales Batch, and that batch was posted, and associated Distributions posted to General Ledger, they would be properly identified as undefined} (Feb-21-2011)*

Customer Maintenance

From the Customer Maintenance routine, the existing function to Import Customers data from spreadsheet has been enhanced. When loading data, there were two Processing Directives, **%RADD%** and **%DELE%**, which would either Re-Add Customers, or just Delete those Customer Codes that followed. A new directive has been introduced, **%UPDT%**, that provides for the option to Update a particular field in existing Customer records. The field to be updated is identified by the code provided in column 2 of the row the **%UPDT%** directive is in. In column 2, enter **CUST-TYPE**, **SALES-REP**, **TAX-CODE1**, **TAX-CODE2**, **SHIP-VIA**, **TERRITORY** or **TERMS-CODE** to indicate which field is to be updated. In the rows that follow, in column 1 specify the Customer Code, and in column 2, the new value of the indicated field to be replaced. *(Feb-01-2011)*

For 2010

Cash Transaction Entry

The Cash Entry application has been revised to handle the case where, during the posting function, a transaction is encountered where it's Customer is NOT ON FILE. Previously, all other transactions were posted, and any that had undefined Customers were left to be fixed, and posted at a later time. Now, those transactions that have undefined Customers are identified when the Posting Journal is generated, and after the journal is produced, the posting is aborted. (This problem has been identified since the Bank Lock-Box Cash Receipts Interface function was introduced, where in some cases, a Cash transaction could be written with an invalid Customer. *(Nov-03-2010)*

Purge A/R Function

The Purge Accounts Receivable function generates a journal of transactions that are purged. The default output for the Purge Journal has been changed from Printer, to that of being "Archived". *(Oct-11-2010)*

Interface Lock-Box Cash Receipts from your Bank

A new operation has been added to the Accounts Receivable system. "Interface Bank Cash Transactions" may be invoked to load a CSV text file, supplied by your bank, that contains information on any cash receipts that they had received on your behalf. When loaded, a Cash Transaction Batch will be automatically created, and appropriate Cash Receipts transactions generated. A number of different conditions are dealt with. These include the following:

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- If for a Customer's receipt, only the Invoice # to which the amount is applied is provided, the system will correctly determine the Customer, and create the appropriate Cash Transaction
- If there are multiple Checks that were received against a single Invoice, the system correctly creates the appropriate Cash Transactions
- If a single check is received that is to be applied to Invoices for different Customers, the system will correctly identify each Customer, and create the appropriate Cash Transactions
- Over-Payments and Short-Pays are identified and reported on the Interface Exception Journal
- Incorrect Apply-To number are identified and reported on the Interface Exception Journal
- If an amount to be applied to a particular Invoice exceeds the Balance Due, then an "Open Credit" is generated

When the interface to the A/R Cash Batch is completed, either an Exception Journal, or a Full Posting Journal may be generated. *(Mar-25-2010)*

Customer Properties Maintenance

New fields have been added to the Customer Master records. Previously each customer had a single email address field. Now, that email address will be designated as the Company Email Address and each of the two Contacts, that may be defined, now have their own Email Addresses.

> **Upgrade Program Must be Executed**
>
> Existing users must have an Upgrade program executed to have applicable data records rebuilt accordingly. After installing the update, you must select **User Functions** from the menu on the Series 5 Main Menu screen, and select the **Upgrade A/R** function, and specifically choose to upgrade the Customer file, and the Customer Templates.

Also, the check-box on the A/R Profile Tab screen labeled "Automatically Email A/R Statements and Invoices", has been changed to a drop-list. The option has been enhanced to indicate, for the customer, whether or not their Invoices and A/R Statements should be emailed, and to which email address. *(Currently only the Professional Invoicing system can automatically have it's invoices emailed). (Feb-24-2010)*

A/R Period Analysis Report/Inquiry

Normally this analysis may be executed for Calendar Months, Calendar Years, G/L Fiscal Periods or G/L Fiscal Years. If you do not have the Series 5 General Ledger system, the Fiscal Years or Periods are undefined. The routine has been enhanced to not offer these dates if the G/L system is not used. Previously, an error was reported and the system exited the function. *(Feb-02-2010)*

Sales Batch and Cash Batch Maintenance

When creating a new Sales Batch or Cash Batch, there are Valid Starting and Ending Dates that must be entered. Transactions that are entered to these batches must have a document date that falls within the dates entered. The logic for these date fields

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has been revised such that if a date that does not fall within a two month period from the current date is entered, a warning message will be displayed. *(Feb-02-2010)*

Sales Transaction Entry Operation

When entering Debits or Credits, it was possible to enter the associated transaction with a Due Date of ZERO. This problem has been fixed. *(Feb-02-2010)*

Cash Receipts Entry Operation

A new function has been introduced that may be used from the Cash Receipts Apply-To Documents screen. The new function: **AUTO-APPLY**, when clicked, will have the system automatically apply the amount of the check to as many Invoices it can, starting with those with the lowest apply-to numbers. An invoice will be selected only if the amount applied is for the full amount due. Any residual amount, will be left to be dealt with by the operator. *(Jan-24-2010)*

A/R Users' Sales Transaction Interface Operation

The format of the interface file used to load user Sales Transactions has been revised to accommodate the larger 8 digit document numbers, and the large document reference field. You must have your software developers modify their programs which generate the interface file. *(Jan-24-2010)*

A/R Statements and A/R Dunning Letters Formats

The format of the A/R Statements and the A/R Dunning Letters have been revised to now handle 8 digit document numbers. Depending on the layout of any pre-printed forms, the output may or may not fit in applicable columns. Please test these layouts to see if any customization will be required. *(Jan-24-2010)*

A/R System Documents' Reference Field

The Accounts Receivable system has been enhanced to now handle 40 character document references. (Increased from 30 characters). All screen entry, exporting and , where possible, reporting functions have been revised to accept, and/or display, 40 characters strings. All existing applicable data records will be updated in the upgrade utility used to upgraded Document Numbers *(Jan-24-2010)*

A/R System Documents' Invoice Numbers and Check Numbers

The Accounts Receivable system has been enhanced to now handle 8 digit numeric document numbers. This includes both Invoice Numbers and Cash Receipt Check Numbers. All screen entry, exporting and reporting functions have been revised to accept, and/or display, 8 digit numbers. Note that the 8 digits will be carried through to the G/L system where applicable. Also, for other systems that interface to the A/R, up to 8 digits may be carried.

Upgrade Program Must be Executed

Existing users must have an Upgrade program executed to have applicable data records rebuilt accordingly. After installing the update, the first time the A/R system is executed, it will advise the operator that an upgrade is needed, and launch that upgrade

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To complete the upgrade, you must also manually delete the following temporary work files from the folder(s) where data files are strored:

- ARPRDWRK2*.*
- ARSUBQWRK*.*
- AGWRK*.*

A/R Distributions Inquiry

When displaying Distributions for Sales Transactions of Cash Receipts for a G/L account, if the row in the grid is double-clicked or if "Show Transaction Details" is chosen from the pop-up menu, the corresponding associated Sales or Cash transaction is supposed to be displayed. In the case of Cash Receipts this function had not been implemented. Now, the system will correctly display the original Cash Receipt that generated the given distribution. *(Jan-04-2010)*

A/R Open Item Inquiry and Purged Items Inquiry

When displaying Open Items, or Purged Items, for a customer, if the row in the grid is double-clicked or if "Show Transaction Details" is chosen from the pop-up menu, the corresponding associated Sales or Cash transaction is supposed to be displayed. In the case of Payments originating from Cash Receipts, if there were more than one payments received for the customer that had the same check number, the correct Cash Receipt transactions was not always being displayed. This problem has been fixed. *(Jan-04-2010)*

For 2009

Sales Transaction Entry

When entering the A/R Revenue Account associated to a Sales Transaction, it was possible to exit the entry screen with a ZERO account number. This would result in having an undefined, ZERO, account being posted. The problem has been fixed. *(Dec-22-2009)*

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Historic A/R Aging Report

When selecting to output the Historic Open Items in Detail to Excel spreadsheet, the application was terminating with a memory access violation. This problem has been fixed. The problem has been fixed. *(Dec-12-2009)*

A/R Account Inquiry and Historic A/R Aging Report

When the export to Excel spreadsheet was executed, credit amounts were incorrectly being output with leading zeros between the minus sign, and the 1st significant digit. The problem has been fixed. *(Dec-11-2009)*

A/R Period Analysis Inquiry/Report

The option to export data to spreadsheet has been enhanced. There are up to 9 different types of data that may be output to an Excel spreadsheet. Each type will now be output to it's own worksheet within the Excel workbook. *(Dec-11-2009)*

Functions Exporting to Excel Spreadsheets

For those functions that export data to Excel spreadsheets, the following enhancements have been made:

- When titles are output, they will be formatted as bold in 14-point
- When legends are output, they will be formatted as bold in 12-point
- When headers are output, they will be formatted as bold and italic
- Dollar amount data column will be formatted for "Currency", (where $ signs will be displayed with 2 decimal places)

The following applications have been revised accordingly, where applicable *(Dec-10-2009)* :

- A/R Aging Report – With output to Spreadsheet – (with new default filenames of **AR_Aging_Summary** or **AR_Aging_Detail**)
- Historic A/R Aging Report – With output to Spreadsheet
- Customer Open Item Inquiry – Export function – (with a new default filename of **Cust_*xxxxxx*_OpenItems**) where *xxxxxx* is the customer code)
- A/R Distributions Inquiry – Export function
- Purged Open Item – Export function
- Load A/R Open Items – Export function
- Customer Maintenance – Properties Export – (with a new default filename of **Customer_Properties**)
- Overdue Analysis Report – With output to Spreadsheet and/or the Notification Merge output
- Tax Codes Maintenance – Properties Export
- A/R Sales Analysis by Month – With output to Spreadsheet
- A/R Period Analysis – Export functions

Function to Re-Generate A/R Distributions

A new function has been introduced to the A/R system. Under the menu's **Operations** drop-down menu, **Re-Generate A/R Distributions** may be invoked to have all A/R

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Distributions that were previously generated from the entry and posting of Sales Transactions and Cash Receipts, re-generated. Filters are provided to limit transactions to those with Ledger Dates falling within a given range. *(June-10-2009)*

> **Use of this function**
>
> This operation is introduced to be executed, **ONLY IF THE A/R DISTRIBUTIONS WERE INADVERTENTLY PURGED BEFORE BEING INTERFACED TO THE GENERAL LEDGER**. Normally, this operation would never need to be executed. Make sure access is limited only to your accounts manager.

- **Sales Archive Inquiry/Reporting Function**

  The filter that offers that ability to select a range of documents within a given date range has been enhanced. Previously, only the Document Date was tested. Now, you may specify to apply the date range to the Ledger Date of the documents. *(June-10-2009)*

- **Clear Credit Card Numbers**

  A new function has been introduced to the A/R system. Under the menu's **File** drop-down menu, **Clear All Credit Card Numbers** may be invoked to have all occurrences of credit card numbers cleared. That is, in those data records where a credit card number is stored, the text string **xxxx-xxxx-xxxx-1111** will be assigned to the card number. A cutoff date may be entered as a filter to limit the records that have the numbers cleared for those files were dates would be applicable. This function should be executed on a regular basis to ensure that historic Invoice records have their credit card fields cleared. Also, if data files are being used in a test environment, all data files should have the credit card fields cleared. *(June-01-2009)*

- **A/R Distribution Report**

  When executing the A/R Distribution report for "Summary by Account", if a range of G/L Accounts was specified, the program appeared to continue endlessly, building the work file. This problem has been fixed. *(April-28-2009)*

- **Integrated On-Line Help**

  On-Line Help is now available for all Accounts Receivable applications functions. *(April-23-2009)*

- **Non A/R Cash Report**

  The date that the Cash Transaction was posted is now printing on each detail line. As well, the Customer Code is now printing correctly. *(April-21-2009)*

- **Clear Customer Period YTD and PTD function**

  The processing screens for these functions have been revised. In order to proceed with these functions, the operator will now be required to type the word PROCEED in the field provided. *(April-20-2009)*

- **Historic A/R Aging Report**

  The option to have the Customer's Aged Summary and/or the Aged Detail exported to a spreadsheet has been introduced. It is similar in operation to that found in the normal A/R Aging report. Also, a new filter has been introduced as an option. A check-box

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labeled **Suppress any Customer "Open Credits"** is offered in the Report Options screen. When checked, any Open Item Credits on file for a given customer will be suppressed from the detail listed in the Historic A/R Aging report. *(April-14-2009)*

- **A/R Period Analysis Inquiry/Report**

  Integrated Help has been introduced to the Period Analysis function. *(April-07-2009)*

- **A/R Period Analysis Report**

  When the analysis was executed, work files were created using the users' PID Id #. If the user left the A/R system, then returned to the Period Analysis system later, if they did not get the same PID number allocated, they were not seeing the correct analysis work files. Now, the 1st 10 characters of the user's signon name will be used in the name of the work files, so they will always be guaranteed to see the correct files. *(April-07-2009)*

- **User Interface to A/R Sales**

  This application has been enhanced to offer the option to have an Exception Edit List generated. Only those transactions that have undefined data will be listed. This will make it easier to validate and correct the A/R system with undefined Customers or A/R Revenue Accounts. *(April-02-2009)*

- **Print Customer Statements**

  A new filter has been introduced as an option. A check-box labeled **Suppress any "Open Credits" on file for Customers** is offered in the Statement Generation Options screen. When checked, any Open Item Credits on file for a given customer will be suppressed from printing on their Statement, and will not be included in the aged totals. *(March-30-2009)*

- **A/R Dunning Letter Generator Function**

  When Dunning letters are generated, they may contain a number of different pseudo variables. These get replaced with specific fields from the Customer's properties records. These pseudo variables may now be displayed on a tabbed screen that may be selected when specifying the assorted options. *(March-25-2009)*

- **A/R Customer Bulk Email Generator Function**

  When emails are generated, the message may contain a number of different pseudo variables. These get replaced with specific fields from the Customer's properties records. These pseudo variables may now be displayed on a tabbed screen that may be selected when specifying the assorted options. *(March-25-2009)*

- **A/R Aging Report**

  A new filter has been introduced as an option. A check-box labeled **Suppress any Customer "Open Credits"** is offered in the Report Options screen. When checked, any Open Item Credits on file for a given customer will be suppressed from the detail listed in the A/R Aging report. *(March-25-2009)*

- **A/R Aging Report**

  If the option to output detail to a spreadsheet was selected, the Open Item's Amount-1 and Amount-2 fields were being output as text fields. These have been changed to output as numeric cells. (For Payment items, the negative sign was not being dealt

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with correctly). The problem has been fixed. *(March-24-2009)*

A/R Customer Code Entry

In a number of different A/R functions where a Customer code needs to be entered, the field used to enter the code has been increased in size. In some cases where a PC's resolution was set for large fonts, it was not large enough to display all 6 characters. *(March-18-2009)*

A/R Statement Printing

As an option, when generating and printing Customer Statements, there is an option that causes the Open Item Reference field to be printed for each detail item listed. This option will now be defaulted checked so that the Reference will be printed unless unselected. *(March-18-2009)*

User Interface to A/R Sales

If when interfacing Sales transactions from a user developed invoicing system, undefined Revenue Accounts were loaded, the system was not identifying these accounts on the interface edit list. These accounts will now be identified as "**** Undefined Account Identified *** message. Also, the interface routine has been revised so that the transactions will be copied into the selected A/R Sales Batch, even though undefined revenue accounts were found. The theory is that it is easier to add the A/R Account to the A/R, after being interfaced. The problem has been fixed. *(March-18-2009)*

A/R Aging Report

If the option to group Customers by one of the available codes was selected, the name of the report used when it was archived, was not being set up correctly. The problem has been fixed. *(March-18-2009)*

For 2008

Sales Transaction Entry

When entering a Sales Transaction, the system does not allow a document of a given type to be re-entered with the same document number. (Ie., you can't have two invoices on file with the same Invoice #; but you may have an Invoice and a Credit with the same Document #). If a duplicate was detected, it was possible for the operator to ignore the error message and proceed to enter the Sales transaction. this problem has been fixed. The operator will no longer be able to exit from the 1st screen if a duplicate was detected, or if each of the amount field of the transaction are equal to ZERO. *(Dec-16-2008)*

Sales Transaction Entry

When entering a Sales Transaction, the logic and screen for entering the A/R Revenue Distribution Account has been enhanced. You may now enter the Account directly into the field presented. (In other words, a separate window is no longer displayed). The new field is presented as a drop-down list, that you can either enter the account # directly, or choose from the 10 most recently entered accounts. When entering the

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account number each segment of the Account number may be separated with either a Space, or the "-" character. *(Nov-25-2008)*

Customer Open Item Inquiry

The grid screen that displays the Customers' Open Items has been enhanced. A new column has been added on the right, that displays the $ Balance Amount due for the item's Apply-To. *(Nov-11-2008)*

Cash Entry

The screen used to enter the Apply-To amounts to a particular Invoices has been redesigned. It now displays the amount to be applied, (the Amount to be applied, the Discount Amount and the Allowance Amount), in a column with a total below it. This hopefully make it easier to see the applicable balances when discounts and/or allowances are entered. Also, when entering a new Cash Transaction, if the Apply-To is entered first, the Check Amount field will default to the current balance owing, rather than the original value of the Invoice. This is particularly handy if you applying cash to an item that was previously partially paid. *(Oct-30-2008)*

Cash Entry

When selecting a pre-defined Non-A/R Cash Customer, (one whose Customer Code starts with "*", and has it's first 7 characters in the name as "NON A/R", normally, the check # would be assigned from the "Next Non-A/R Check #" field in the A/R Control properties. The application has been revised so that, the next # from the Control properties is assigned only if it is non-Zero. *(Sep-14-2008)*

User Sales Trx Interface

When Browsing to select the file to be loaded, if the directory path was changed, it was not being correctly passed to the program. *(Sep-14-2008)*

On-Line Help

The Accounts Receivable system now has On-Line Help. You can access these help files from the application's screens or menu bars. *(Aug-2008)*

New and Different – Enhancements and Fixes in all Series 5 Systems

For 2014

Support for Office 365

The printing routines, and the import/export routines have been enhanced to provide support for MS Word and MS Excel in Office 365. *(Oct-01-2014)*

Series 5 User Logon Profile Maintenance

A new property has been introduced to the Series 5 Logon User's profile. You may now specify the Default Import/Export File type for each user. When Importing or Exporting data the selected default will now be automatically set. The Import/Export

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routines has been revised to use the specified default. *(Mar-26-2014)*

For 2013

Generating Documents and Reports as MS Word Documents

When output is generated as an MS Word Document, an entry in the runtime configuration file is used to define the output orientation, font name, font size, and where applicable, a Template. The system has been enhanced to now provide for 40 character font names and template filenames. (Increased from 25 characters) *(July-03-2013)*

Attach Supporting Documents function

The ability to attach documents to different Series 5 Transactions Master Code records has been enhanced. You may now attach an HTML file or a link to a Web Page. Also, when displaying JPEG or Bit-Map files, the Microsoft Office Picture Viewer Utility will be employed.

Also, when adding a new attachment, the system will default the path to a folder that should exist in the directory designated to be the "Temporary" directory associated to each Company System. You should create a directory named "Attachments" in that directory, (if it's not already there). *(Jun-27-2013)*

Series 5 Outlook Email Reading

Series 5 applications may now make use of a new routine that provides the ability to read email from MS Outlook. Currently used by the A/P and O/P Manager Approval functions, emails are read that were sent from designated approval managers. The internal driver used to read emails using calls to Microsoft Office Outlook. The following capabilities associated to reading emails are now possible:

- Emails are read from program selected in-boxes
- Filters may be set to read only emails from selected Senders or emails with a specified character string within the Subject line
- Up to 3 attachments may be read and passed to the S5 application
- Sub-folders withing a designated In-Box may be created by the system
- Emails may be deleted or moved to different sub-folders

(May-26-2013)

For 2012

Series 5 Import/Export Functions

When importing or exporting data fields from/to MS Excel, after the process has been completed, the EXCEL.EXE process was not being terminated, (due to a problem with Windows, or there is some secret function to do so). The problem has been fixed. Now, when Excel is launched from Series 5, it's Process Id is detected, and once the import/export is completed, the process is "Killed" using a system call using the TASKKILL DOS command. *(Nov-12-2012)*

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Series 5 Import/Export Functions

When importing or exporting data fields from MS Excel, tab-delimited, or CSV data files, the system will now handle text fields up to 200 characters in length. *(Sept-18-2012)*

Series 5 Launching Microsoft Calendar

The Series 5 Applications make calls to the Microsoft Calendar routine to display a calendar, and accept the operator's selection of a date. In order to make use of this feature, the Microsoft Calendar must be registered on all client computers executing Series 5. MSCAL.OCX may be found in **\ms\ocx** on the AcuGT, (Extend 9.xx), installation CD for Windows. If you cannot locate it on the release CD, a copy is included in the Series 5 release directory in **S5\UTIL** . *(June 25-2012)*

This is accomplished by executing the following command from the designated DOS Command Prompt:

REGSVR32.EXE S5\UTIL\MSCAL.OCX

where:

For System	*From Directory*	*Comments*
Windows Server 2003 & 2008 - 64 bit	C:\Windows \SysWOW64	Right click on the Command Prompt and select "Run as Administrator"
Windows XP and 7	C:\Windows \System32	Right click on the Command Prompt and select "Run as Administrator"
earlier Windows	C:\Windows\System	

Reports and Forms generated as MS Word Documents

All reports and forms that are generated as MS Word Documents may now have an assorted formatting properties applied to the text that is generated. The following formatting capabilities may be applied:

- "Formatting Regions", defined as ranges of lines, for a page may be formatted with a particular font type and size and be set as Bold, Italic, Underlined, Shaded, or as Reverse Video. Up to 5 different regions may be defined and activated under program control as the page is being populated with text.
- "Tab Sets" may be defined consisting of up to 10 tab settings per line. The types of tabs include Left-Tab, Right-Tab, Center-Tab, and Decimal-Aligned-Tab. Up to 20 different Tab Sets may be defined and activated under program control as the page is being populated with text. As the line of reporting text is output, the tabs are inserted and any preceding spaces are removed. (This basically now allows the use of variable pitch fonts, when outputting columns of data, ensuring proper alignment).
- Individual words or sub-strings, within a print line, may now be output as Bold, Italic, Underlined, Shaded, or as Reverse Video. On a given page, up to 50 sub-

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strings may be formatted in this manner. On a given line, up to 6 sub-strings may be formatted in this manner.

- Single, (thick or thin), and Double Lines may now be inserted at any position within a page. As the page is being populated with text, the lines are defined to the printing routines with position and sizing set under program control. Up to 40 line may be output per page.

These types of formatting controls could be implemented for Invoices, Purchase Orders, Customer Statements, A/P Checks or Customer Quotes. In order to take advantage of these features, the appropriate applications' program must be programmatically customized. Contact Sentinel Hill Software Inc., for more information. further details. *(Apr-24-2012) HS5_Enhancements_to_ALL_Systems-2011-2013.xml*

All Series 5 Applications offering Export Functions

When entering export selection options, if the operator was to click on the "About Exporting" information tab, an error was being reported that the "File did not exits". This problem has been fixed. Now you may freely select any filtering or output options tab when they are presented without any problems. *(March-09-2012)*

Using Windows' Logon Usernames

New functionality has been introduced to the Series 5 Main menu Signon process. You may now define to have the Series 5 system use the client's Windows Logon Code as the User Code for signing in to Series 5. If set, when Series 5 is launched, the Windows Signon Code will be used. The User-Logon screen will be presented, but only the Password field may be displayed for keyboard entry. ***(If the given Series 5 User Logon profile had a blank password entered, then the User-Logon screen will not be presented at all. Control will be transferred directly to the Main Menu screen.)***

For systems that are set to use the Windows User Logon code, user's will ONLY be able to log in to Series 5 using the Windows Logon Code. The function to **"Repeat User's Logon"**, found under the Main Menu's File drop-down menu will be disabled. **Note however, if a user has their System Management Access set to Full, they will still be able to "Repeat User's Logon", and sign on as a different user.**

For systems that do not wish to use the Windows logon, the default will still be set to that defined by the PC Client user's **SHSI_USER_NAME** environment variable. (Feb-28-2012)

Bitmapped Images in Series 5

All Series 5 applications that load bitmapped images have been revised to expect the image filenames to be in upper case. *(Feb-28-2012)*

> **Upper Case Bitmap Files**
>
> On UNIX systems, please make sure that all bitmap files in the bin/images folder have uppercase file names.

Series 5 File Error Handling Routine

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The logic used to report serious file I/O errors has been enhanced to correctly identify the full folder path for any sequential text files that might be generated. Previously in some cases, the error message displayed incorrectly showed the path that was assigned as the Data Files Directory assigned to the Company System. This problem has been fixed. *(Jan-30-2012)*

Series 5 Directory/Folder Selection "Browse" Feature

For any application that requires entry or selection of a directory path, a "Browse" push button is presented. The operator could click this button, and the Windows Folder browse dialogue window would be presented. Previously, only descendants of the user's default working folder are shown. The system has been revised to now display only those folders which are descendants of the root directory of the Directory Path field associated to the "Browse" button. So now, if you were to enter C:\ in the Directory Path, when the "Browse" button is clicked, you would be able to browse any directory on your computer's "C" drive. Setting the Directory Path blank, or to something other that a drive letter designation, would result in only being able to browse descendants of the user's default working directory. *(Jan-18-2012)*

"Series 5 File Error Handling Routine

The logic used to report serious file I/O errors has been enhanced to identify errors associated to the use of AcuServer. Previously, 9D-104 errors were reported as an "AcuServer Connection Failure". Now, all 9D-XX errors are identified, and the applicable message displayed. *(Jan-10-2012)*

Reports and Forms generated as MS Word Documents

All reports and forms that are generated as MS Word Documents are now created protected as "Read-Only" documents. A password may be used to un-lock them. Refer to the applicable documentation for further details. *(Jan-10-2012)*

For 2011

Series 5 Import/Export Routine

The generic routine to handle importing and exporting of data, (to spreadsheet or character delimited files), has been enhanced to provide for CSV files that do not have/ allow quotes around character strings. *(Dec-12-2011)*

"CALLEREQ" Program

The CALLEREQ program has been revised to call either the W/M's E-Request Service routine or the new P/I's On-Demand Billing Service routine. It no longer resides as a program belonging to the W/M system, rather, it has been moved into the S/M, (System's Management) directory and library. Please ensure the correct compile script files are installed. *(Nov-11-2011)*

Interfacing with MS Office Excel and Word

The logic provided to launch MS Excel or MS Word has been expanded to handle the case where MS Office was installed in **C:\Program Files (x86)\Microsoft Office \Office**. (Previously the system only looked in in **C:\Program Files\Microsoft Office**

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\Office . *(Oct-03-2011)*

Series 5 Email Generation

A number of different application functions offer the ability to automatically generate and send emails. This includes the emailing of invoices, purchase orders, statements, customer quotes, reports and other messages.
The internal driver used to send emails has been enhanced to generated and send emails using calls to Microsoft Office Outlook, (rather than to the MAPI library). As a result, the following capabilities associated to sending emails are now possible:

- Emails may be sent as Plain Text, Rich Text, or as HTML
- Emails may be generated when executing as either a thin-client of FAT client
- Emails may now be sent with copies going to Cc users and Bcc
- The text message associated to emails are now loaded from user created/ maintained data files, rather than being coded from within the application software. These text files may be either plain ASCII text, or HTML files and contain up to 8192 characters. Except for specific types of emails, these files MUST BE LOCATED in the directory named **Email-Templates** located in each Company System's designated reports directory.
- Provides support for 120 character email addresses, and 140 character subject line

(Sept-20-2011)

Importing $ Numeric Cells from Spreadsheet

A problem has been identified and fixed when importing $ formatted columns of data from spreadsheet. If any headings were specified, and they exceeded 22 characters in length, the number being input and recorded was ZERO. The problem has been fixed. *(July-25-2011)*

Generating Reports as MS Word Documents

The Series 5 printing routines had the ability to generate output as an MS Word document. This function has been enhanced to provide support for Office 2010 Word utility. Now, when presented with the print options screen, and the operator chooses to "Save To Disk", they may choose to output as an Office 2007/2010 or Office 2003 Word document. The system will automatically append either the .DOCX or the .DOC extension, and generate the document using the correct file format. *(June-14-2011)*

Import/Export Functions

The import and export function has been enhanced to provide support for Office 2010 EXCEL utility. Now, when presented with the import/export options screen, the operator may select to load from, or output to, either an Excel 2007/2010 Workbook, or an Excel 97-2003 Workbook. The system will automatically append either the .XLSX or the .XLS extension, and read or write the spreadsheet using the correct file format. *(June-14-2011)*

Generic Search Function

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In all Series Series 5 applications where a grid screen is presented for the entry of transactions, or the maintenance of master codes, a "Search" function is provided. This function has been enhanced in the cases where the operator has chosen to search for a given record where a Date is chosen as the search criteria. Now the following literal label is displayed, "mm/dd/yy", indicating the desired format that the date should be entered as. As well, the date entered may now be as "***mmddyy***", "***mmddyyyy***", "***mm/dd/yy***", or "***mm/dd/yyyy***", depending on the mood of the operator. *(May-02-2011)*

New Feature to Attach Supporting Documents to assorted Master Code Records and Transactions

You may now attach a variety of different documents to assorted Master Code records, and Transactions. Up to 15 separate documents may be selected, and attached and viewed from the applicable functions in assorted Series 5 systems. These documents may also be viewed where applicable. The different types of documents supported are as follows:

- PDF
- Bitmap (*.BMP files)
- JPEG
- TIFF
- ASCII Text (*.TXT files)
- MS Word 2003 documents
- MS Word 2007 documents
- MS Excel 2003 documents
- MS Excel 2007 documents
- ASCII Text (*.txt files)

(Apr-14-2011)

Printing to Windows Spooler

The Series 5 provides for the definition of Printer Queues. As a property to each Series 5 Printer Queue, you may define a "Captured Printer". When a report is generated and a given Series 5 Printer Queue is chosen that has a "Captured Printer", the report prints directly to the associated network printer. If the Printer Queue does not have a "Captured Printer" defined, then a Windows "Printer Select" dialogue box window is displayed. Previously, the the Series 5 system made a call to have the "Printer Select" window displayed which was an older style, compatible with older versions of Windows. Now a new call is made displaying a modern Windows XP/7 "Printer Select" Window. *(Feb-09-2011)*

System Captured Windows Maintenance

The Series 5 provides for the definition of Printer Queues. As a property to each Series 5 Printer Queue, you may define a "Captured Printer". When a report is generated and a given Series 5 Printer Queue is chosen that has a "Captured Printer", the report prints directly to the associated network printer. The routine used to capture a Windows printer was not working correctly under Windows 7. This problem has been fixed. *(Feb-09-2011)*

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For 2010

Default Reporting Output Destination

In all Series 5 applications that generate reports that might normally be printed, a Print Options screen is presented. From this screen, the operator may choose to have the output directed to a printer; to be "Archived", to be just displayed to the screen to "Browse"; or output as an MS Word or PDF file. The default output has been changed to be just displayed to the screen to be "Browsed". (Previously it was defaulted to be output to a printer).

Additionally, should you desire to set the default output, you may do so by inserting a variable in the runtime Configuration file. The variable SHSI_RPT_DESTINATION with a single numeric argument, will provide the default target for generated reports, where you would set the argument as follows:

1 - To the Printer	17 - To Disk as an MS Word 2003 document
2 - Archived	26 - To Disk as an MS Word 2007 document
3 - Both the Printer and Archived	35 - To Disk as a PDF document
4 - To be just Browsed	

Note that if the applicable application already determined the target output, these defaults will NOT be used. *(Oct-13-2010)*

Data File "Properties" function

In all Series 5 applications that maintain master codes records, or provide for the entry or inquiry of transaction or history records, under File on the menu bar, the Properties function will display information about the related files. This function has been enhanced to now display 12 numeric digits for both the files size, and the number of records in the file. Also, now the version of the Vision file is displayed, along with the number of volumes that are used to hold the data and the index keys for the associated file(s). *(Sept-01-2010)*

Using the Mouse Wheel to navigate Series 5 Grid Screens

In all Series 5 applications that use a paged grid screen, (those showing rows of master codes and/or transaction records similar to a spreadsheet), the operator may now navigate forwards and backwards through the records using the Mouse Wheel. If the Ctrl-Key is also pressed while twirling the mouse, 4 rows of data are skipped instead of just 1. (If when you spin the mouse too fast, and a "Stack Overflow" error occurs, in the runtimes Configuration file, add the variable PERFORM_STACK 384 and it should work OK) Note that this new feature is only available for systems with at least AcuGT Rev 8.1.3 *(July 27-2010)*

MS Excel System Error Recovery

The Series 5 family of applications offers the ability to import to, and export from, an MS Excel Workbook document. System error that could be generated while outputting to and/or inputting from, MS Excel documents were causing Series 5 applications to

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terminate with a not too friendly error message. The errors that were particularly annoying were as follows:

- When importing from an Excel document with a filename, selected from the application, that did not actually exist, (and the operator had forgotten to "Browse" to choose the particular file).
- When a user attempted to generate output as an MS Excel document, but they did not have MS Excel installed, or it was installed in a location other than the default, a fatal error occurred.

The import/export routines have been enhanced to now capture any system errors that were being generated from MS Excel. A reasonably friendly error message will now be displayed, and the particular application will continue processing. (In most cases, the import/export will just be abandoned). *(May-31-2010)*

Compiling with INTEL Native mode

A problem has been discovered when compiling with the Intel native mode. This option must be removed from the S5_GCBL.BAT compiler macro that can be found in the S5 \util directory. (Basically replace the **set NATIVE=--intel** command with **set NATIVE=** command. *(May-21-2010)*

Generating Standard Forms as MS Word Documents

The Series 5 generates a number of different forms. For example, A/P Checks, Invoices, Picking Tickets, Statements and Purchase Orders. Variables within the runtime configuration file may be set up that are used to indicate how the forms are to be generated and/or printed. Arguments to these variables indicated whether the form was printed, archived, and/or saved as MS Word documents. The 2nd argument, used to define the output, may now have the following values:

- WORD2003
- PRINT&WORD2003
- ARCHIVE&WORD2003
- WORD2007
- PRINT&WORD2007
- ARCHIVE&WORD2007

Existing arguments associated to WORD will be interpreted as WORD2003.

The applications that generated these forms have been enhanced to now recognize arguments that indicate the forms are to be generated as Office 2007 Word or Office 2003 Word documents. *(May-21-2010)*

MS Word System Error Recovery

The Series 5 printing routines had the ability to generate output as an MS Word document. System error that could be generated while outputting to and/or automatic printing of MS Word documents were causing Series 5 applications to terminate with a not too friendly error message. The errors that were particularly annoying were as follows:

- When outputting to an MS Word document that had a template defined, and the given template file was not set up for that user, a fatal error occurred.
- When outputting to an MS Word document that was supposed to be

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automatically printed, but the given network printer was either offline, or that segment of the network was not active, a fatal error occurred.

- When a user attempted to generate output as an MS Word document, but they did not have MS Word installed, or it was installed in a location other than the default, a fatal error occurred.

The printing routines have been enhanced to now capture any system errors that were being generated from MS Word. A reasonably friendly error message will now be displayed, and the particular application will continue processing. (In most cases, the generation of the report will just be abandoned). *(May-21-2010)*

Generating Reports as MS Word Documents

The Series 5 printing routines had the ability to generate output as an MS Word document. This function has been enhanced to provide support for Office 2007 Word utility. Now, when presented with the print options screen, and the operator chooses to "Save To Disk", they may choose to output as an Office 2007 or Office 2003 Word document. The system will automatically append either the .DOCX or the .DOC extension, and generate the document using the correct file format. For users that have Office 2007 installed, the default File Type will be the Office 2007 Word, but they may choose either Office formats. For users that do not have Office 2007 installed, the default File Type will be the Office 2003 Word, and they will not be able to choose Word 2007 or the PDF formats. *(May-20-2010)*

Automatic Sending of Emails

The Series 5 system has the capability of automatically sending emails. Emails are sent by making a call to a MAPI.Library, which in turn sends the email using Microsoft Outlook. If the receiver's email address is prefixed with "**LN:**" or "**Ln:**", (indicating that they are Lotus Notes users), then instead of using MAPI, a DOS command call is made using the command line defined by the runtime configuration variable "**DOS_MAIL_CMD**", to actually send the email. Within this command line, there are pseudo variables, that would be replaced with the Subject, Receivers Name and Address and the path to an Attachment. This capability has been enhanced to now provide for sending the email with 2 attachments. The new pseudo variable **%ATTACHMENT2%** will be replaced with the full path to a 2nd attachment, if applicable. *(May-03-2010)*

Import/Export Functions

The import and export function has been enhanced to provide support for Office 2007 EXCEL utility. Now, when presented with the import/export options screen, the operator may select to load from, or output to, either an Excel 2007 Workbook, or an Excel 97-2003 Workbook. The system will automatically append either the .XLSX or the .XLS extension, and read or write the spreadsheet using the correct file format. For users that have Office 2007 installed, the default File Type will be the Excel 2007 Workbook, but they may choose either Excel format. For users that do not have Office 2007 installed, the default File Type will be the Excel 97-2003 Workbook, and they will not be able to choose Excel 2007. *(May-03-2010)*

Import/Export Functions

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When the import/export screen is presented and a particular directory and file is selected for processing, if the operator clicks on the Back push-button, (to go back and change an option of prior screens), upon re-displaying the import/export screen, the originally selected file/directory was being reset to the program's default. This problem has been fixed. *(Mar-24-2010)*

Generating Sub-Documents as MS Word or PDF Files

The Series 5 printing routines had the ability to generate a sub-document as an MS Word document. (A sub-document might be a single Invoice or Customer Statement, generated with a unique filename). This functionality has been enhanced to have the sub-document generated as either an MS Word document, or a PDF document. These sub-documents may be generated at the same time, totally independent from, their normal "printed" versions. When generated as Word documents or PDF documents, MS Word Templates may be used to define the properties of the resulting document with watermarks and headers and footers. *(Mar-15-2010)*

Import functions from Excel Spreadsheets

The Series 5 import function offers the option to input from an Excel spreadsheet. In any application that loaded data in this manner, it was difficult to determine when all valid rows of data had been loaded. The Excel import function has been enhanced so that it will correctly stop once valid rows of data have been loaded. (Previously, the system would attempt to load up to 65,436 rows of data and when executing any given Import function it would appear as if the system has hanging). *(Mar-03-2010)*

Printing of Report as PDF Documents

All reports and forms that are generated from the Series 5 applications may now be saved as PDF documents. This option is available only to users that have Microsoft's Office 2007 installed on their systems. When the Print Options screen is presented, click the **Save To** check box, and select **PDF Document** from the associated **Save As** drop list. *(Feb-23-2010)*

Browsing to Select Files and/or Directories Functions

All routines that offer the functionality to click a "Browse" button to present the operator with a window from which a directory, or a file, can be selected have been revised. Under Windows 7, the clicking of the "Browse" caused a "nested input of events" syndrome to occur. In effect, repeatedly displaying the browse window. The logic for these routines have been revised to avoid this problem. *(Jan-28-2010)*

Encryption/Decryption Function

The subroutine has been revised to now handle 8 digit numeric seeds. This was done to accommodate the A/R system that now has 8 digit documents numbers. All existing encrypted fields will still be able to be decrypted. *(Jan-24-2010)*

For 2009

Printing of Reports in Series 5

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The Series 5 printing function has been enhanced to offer the option of printing multiple copies of reports, forms, invoices, orders, etc. A new entry field has been added to the print options sub-screen labeled **# of Copies.** You may select to have up to 9 copies printed. These copies printed will be automatically collated.

> **Multiple Copies**
>
> The ability to have the system print multiple copies is a a feature that is provided as a function of the Windows operating system, and the driver for your printer. If either does not support multiple copies, then setting a value other than 1, will have no effect.
>
> This feature is available only to users executing on Windows system, either directly, or as thin clients.

As well, fields on the Print Options sub-screen have been reorganized slightly to accommodate the new field. (Fields and display prompts associated to outputting reports to a Print Queue are now enclosed within a frame.

Where applicable, in all Series 5 applications, the size of display windows and/or tab sub-screens have been adjusted accordingly. *(Dec-22-2009)*

Export functions to Office 2007 Excel Spreadsheets

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. Office 2003 Excel had allowed for 65,500 rows, and Office 2007 Excel allows for 1,000,000 rows. When exporting data, the Series 5 system would automatically start outputting to a 2nd worksheet when 65,500 rows were reached. The system will now switch to a 2nd worksheet depending on which version is being used.

As well, the Spreadsheet I/O routines have been enhanced to support up to 999,999 rows of data. *(Dec-16-2009)*

Exporting to Excel Spreadsheets functions

The logic used to export to Excel spreadsheets has been enhanced. In the assorted Series 5 applications, those functions that offer functions to export to an Excel spreadsheet have the ability to perform the following:

- Create multiple worksheets
- Select a specific worksheet to be populated
- Format titles, legends and headers in larger fonts, as bold, and/or as italic
- Have data columns justified left, center or right
- Have a data column formatted for "Currency", (where $ signs will be displayed with 2 decimal places)
    - ❑ For Office 2003 Excel negative numbers are displayed with parenthesis around them
    - ❑ For Office 2007 Excel negative numbers are displayed in red with parenthesis around them

Where applicable, in most of the Series 5 applications, these new capabilities have been introduced. *(Dec-10-2009)*

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Import and Export functions to Excel Spreadsheets

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. If the user selected to launch Excel after exporting data, the system incorrectly assumed Office 2003 was installed, and it's Excel utility was being executed. If you only have Office 2003, then this would not have been a problem. The system now correctly detects the version of Excel to launch. *(Nov-11-2009)*

Selecting Dates from Lookup Calendars

When executing under Windows VISTA, dates were not properly being returned. The year was loaded incorrectly as year ZERO which resolved to a date falling in the year 2000. The problem has been fixed. *(Oct-28-2009)*

Automatic Disabling of User who Fail to Correctly Logon

As a new security feature, as an option, you may select to have users that fail to correctly log in to Series 5 after a specified number of times, automatically disabled from logging in again. Before they can use the Series 5 system again, the System's Manager, or Series 5 Gatekeeper must modify their Logon Properties record. This option may be selected with a new field found on System Control Options screen. *(Oct-22-2009)*

User Logon Passwords

Passwords now must contain at least one numeric digit, and one alpha character, and be at least 8 characters in length. *(Oct-22-2009)*

Import and Export functions to Excel Spreadsheets

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. If that output/input option is selected, and Excel is not installed on the user's workstation, a message will now be displayed. Previously, the system assumed it was installed, and when it attempted to call Excel to build/read the spreadsheet, the program would bomb out with an error. This will no longer happen. *(June-02-2009)*

Outputting Reports and Invoices as MS Word Documents

Any Series 5 generated reports, invoices, statements, etc, may be output as an MS Word document. For any MS Word documents that are generated, a Template may also be specified, (as defined in a Series 5 Configuration file variable). These templates must be installed on each users workstation in the ***C:\Documents and Settings\<PC UserName>\Application Data\Microsoft\Templates*** folder. For users with Office 2007 these templates need an extension of **.DOTX**. For earlier versions of MS Office, the templates need an extension of **.DOT**. The system has been enhanced so that if from the Series 5 Print Options screen, MS Word output is chosen, it will test for the occurrence of the designated template file for the particular type of output being generated. If the template cannot be located, an error message is displayed. Previously, if when generating the output, the MS Word utility could not find the template, the system displayed an evil looking message, and would abort. *(June-02-2009)*

Main Menu User Logon

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When a user fails to logon after 5 attempts of entering their User Code and Password, the system exits. Now, as well, an entry will be recorded in the User Access Log file. *(April-04-2009)*

Encryption/Decryption Function

A new subroutine has been developed that provides the functionality to encrypt and decrypt data fields. The algorithm used is based on a Vigenere Cipher. This would be considered a "strong" encryption. The subroutine is made available to any Series 5 application that requires encryption of any given data record field. *(March-11-2009)*

Series 5 Grid Management Screens

In any of the Maintenance or Transaction Inquiry routines that listed items in a grid whereby a given item, such as a Customer Code or a G/L Account, could be selected. If there were no item on file to be listed, sometimes transactions for the next item on file were being displayed, but the entry field was not being updated. This problem has been fixed. Also, now a message will be displayed indicating that no records were found for the item entered, but the next highest item's items were being displayed. *(Feb-03-2009)*

For 2008

Using AcuGT Rev 8.1

With the recent release of Rev 8.1 of AcuGT, we have discovered that the INTEL native mode, on certain occasions cause Memory Access errors. The batch file used to compile programs **S5\util\s5_gcbl.bat** must be edited to have the variable NATIVE set to nothing. *(Nov-15-2008)*

User Logon Passwords

The Series 5 system now requires all passwords to be made up of at least 8 non-space characters, at lease one of which must be a numeric digit. Also, if a users password has expired, they will be offered the opportunity to assign a new password, after entering the old password. The rules for password entry will apply. *(Oct-7-2008)*

Import and Export and User Interface Applications

An error occurred when exporting to an Excel spreadsheet if the 1st character the output string was a "+", "=", or "-" character. In this case, Excel expected a valid formula. If this was not the case, a terminating error was displayed. The problem has been fixed. Now the Series 5 software will automatically insert a single quote"'" character in front of the string before inserting to the cell. *(Oct-7-2008)*

User Access Maintenance

The Series 5 User Access maintenance routine has been enhanced to simplify the steps to establish new users and give/deny access rights. (*Sept-24-2008)*

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- The Enable and Enable-Like functions have been simplified. In each case, you now just highlight the "Red" head that is to be given access rights, and click the Enable or Enable-Like push button, (or right click, and select the desired function from the pop-up menu.
- For the Enable-Like function, a drop-down list will be presented, from which you can select the user that already has access rights, whose rights are assigned to the new user.
- The Copy function has been simplified. If you highlight a "Green" head user that is already enabled, and select Copy from the Edit menu's drop-down menu, you will be able to select one of the users that has no access rights in drop-down list that is presented. (The Copy is basically the reverse of the Enable-Like function)
- For "Green" head users that are already enabled, when right-clicked, the pop-up menu has 2 new functions - "Set All Items to Full Access" - "Set All Items to No Access". These will make it easier to set up and maintain the users' access rights.
- A pop-up window will now be displayed, when any given menu-item in the tree is right-clicked. You will be able to set the access to either "No Access", or to "Full Access" directly, without having to edit the properties sub-screen.

User Access Maintenance

The Series 5 User Access has been enhanced to support up to 250 Logon Users. Formerly was limited to 100 users. *(Sept-10-2008)*

Print Manager and Browser

The Series 5 reporting and printing routines have been enhanced to handle filenames of up to 30 characters long. The UPGRADSM utility must be executed to have the Report-Manager file's records rebuilt to accommodate the larger field. *(Aug-25-2008)*

Import and Export and User Interface Applications

In all applications that offer the opportunity to load from or read a text based interface file where a **BROWSE** button had been provided, you will now be able to select files that have a "—" or a SPACE in the filename or the directory path. *(Aug-25-2008)*

Import/Export Functions

The import and export function has been enhanced to provide support for Office 2007 EXCEL utility. The system will identify Office 2007 utilities by seeing if Excel.EXE can be found in the clients's C:\Program Files\Microsoft Office\Office12 folder. For exporting, the files will be created with the ***.XLSX*** extension; and if selected to be launched, Office 2007 Excel will now correctly be executed. *(Aug-25-2008)*

On-Line Help

The Series 5 systems now have On-Line Help. You can access these help files from the application. In all functions that offer a menu bar, clicking Help will display a drop-

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down menu offering General Help, Help on the particular function, and Help about Grids. For menu items that don't have a menu bar, if help is available, a help icon may be clicked to display Help about the particular screen. (Note that help may not actually be available in all cases where offered in the drop down menus) *(Aug-10-2008)*

Broadcast Messages

The Series 5 Broadcast messages have been increased in size. You may now specify 3 lines of 80 character lines of message text to be displayed. The files used to hold these messages have been renamed to be EMERGENCY.DAT and BROADCASTS.DAT. *(Aug-10-2008)*

Application User Access Analysis Export

A new function has been introduced to each applications' User Access Maintenance function. You may now Export to a spreadsheet an analysis table of users access rights. Each row of the table is a menu item, and each column is a Logon User. It provides a quick snapshot of which users have access to any particular function. *(July-15-2008)*

User Access Logging

As an option, your systems manager can turn on the option to log user access to all the systems' menu items. *(June-15-2008)*

Major A/R Features not Found in Series 4

New Search and Replace function has been introduced

The Vendor Master records, the Invoice History and Check History records may now be processed with a search/replace function.

Generic Customer selections for Reports

All reporting functions now have a generic Customers selection filter screen. It allows you to randomly select different Customers to be reported.

A/R Period Analysis

This new analysis basically produces an analysis of A/R Sales transactions accumulating totals by month, year, G/L periods, or G/L years. Totals are computed by Customer, A/R Account, Customer Types, Sales Representatives and Sub-Ledger Project Codes. This report may be useful for reconciling differences between the A/R and G/L systems.

Bulk Email Generator

There is new a function that lets you generate emails to your customers. A variety of different filters are provided for selection of the Customers. The message can be

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entered directly or from a text file. You may have three different attached documents.

Overdue Analysis

There is a new Overdue Analysis function. It produces four flavours of analysis. It generates a Delinquency Analysis, Credit Warnings, Credit Notifications, and/or it can generated Credit Write-off Transactions. The analysis can look at All Open Items, Short Pays, or Finance Charges. As an option an Address Merge file may also be created that might be used with a friendly, or nasty, Word document.

2.4 Getting Help

There are a number of different sources of help in Series 5. In addition to this help file you can also access the Power Point tutorials and Sentinel Hill Software support.

To get started, your main source of information should be this help file. We have designed it to provide all the information you will need for using and learning the Accounts Receivable.

Before contacting support, please make sure that you really can't find the information you need here. Thanks!

Displaying the help

- The quickest way to display the help is to press **shift-F1**. If context-sensitive help is available it will be displayed automatically.
- Most screens will have a **Help** button that displays relevant information when clicked.



- On the Series 5 main menu screen, and each application menu screen on the menu-bar click **Help** then **On-Line** Help .

Contacting Sentinel Hill Software support

- Direct email support is available from the Sentinel Hill Software team at support@sentinel-hill.com. You can send an email to this address automatically by clicking on the **support@sentinel-hill.com** graphic on the Licensing tab screen displayed after clicking Help / About on each systems' menu.
- If you have a Support Contract, you may contact Sentinel Hill support center directly at 1-800-663-8354.

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Summary of Fixes and Enhancements

- For each application, a detailed history of the changes that have been made is available from our website at Series 5 Fixes and Enhancements.

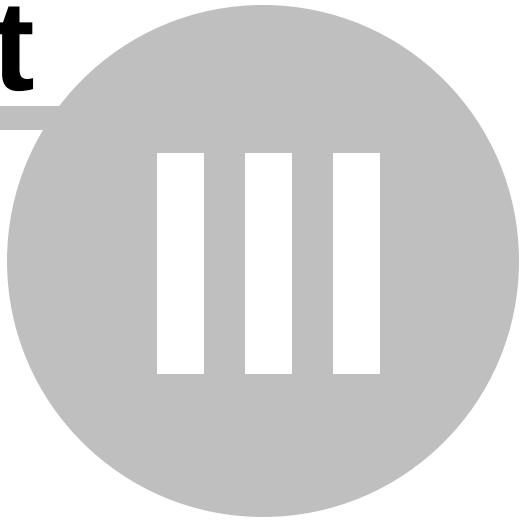
Getting a printed user manual

You can download formatted PDF versions of the documentation for each application from our website with the following links:

Accounts Payable	Miscellaneous Invoicing
Accounts Receivable	Fixed Assets
Customer Order Processing	Web Access Management
Inventory Management	Series 5 Systems Manager
Purchase Order Processing	Professional Invoicing

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Part



3 The Basic User Interface

Throughout the Series 5 system applications, there are a number of basic common types of screens to provide a consistent operation. These are discussed in this chapter and it's related sub-topics.

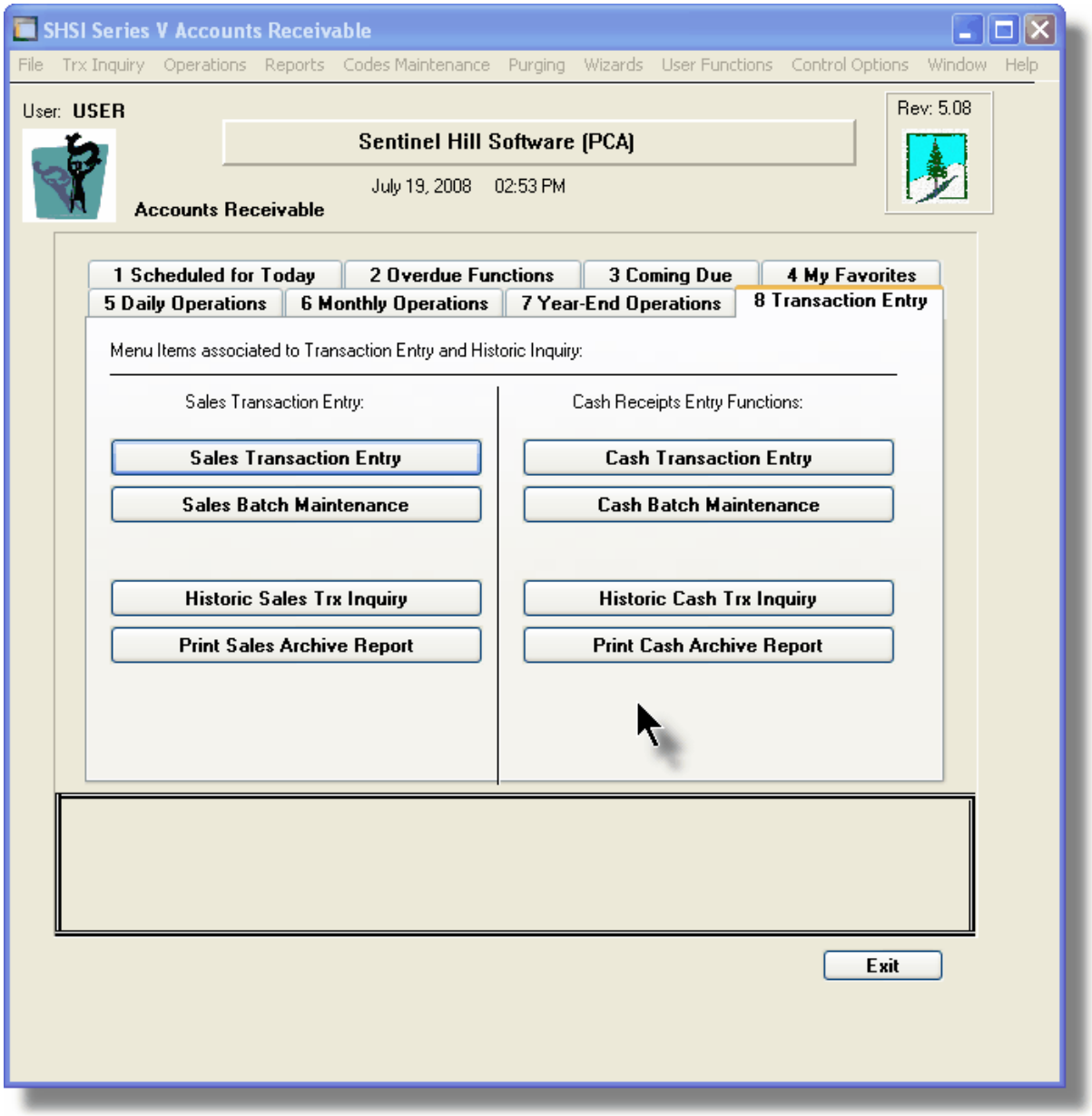
3.1 Accounts Receivable Application Menu

Each Application has a primary menu screen. These menu programs all operator in the same manner, and basically offer the same types of functions.

The instructions below explain the features available and how to customize some of the sub-screens. For detailed instruction on the actual application, refer to the related topics in the Accounts Receivable Menu Functions 153 and The A/R Menu 153 chapters.

Here is the A/R menu that will be used to identify the different functions available to most other applications' menus.

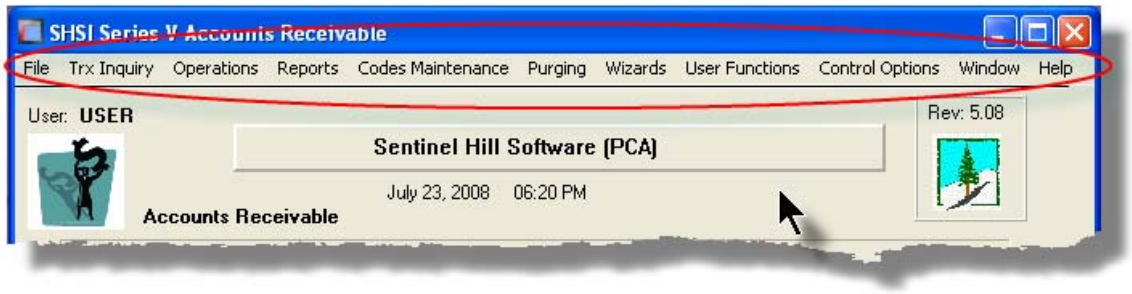
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Applications' Menu Bar

All functions available to a given user may be accessed from the menu bar at the top of the screen. Menu items are grouped according to the type of functions for each application.

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Applications' Menu Bar

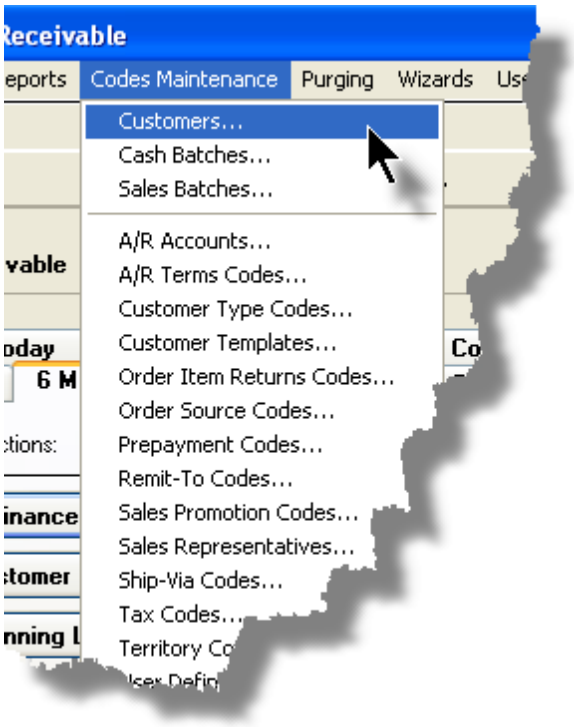
The following menu bar groups of functions are defined:

Menu Bar Group	Types of Application Functions
File	For the Reports Manager, Batch Job Processor, and other File Management functions
Trx Inquiry	For functions that offer screen Inquiry of current or archived data, or interactive analysis
Operations	For Sales Transaction Entry, Cash Receipts Entry, Invoicing, Printing Customer Statements or Dunning Letters, Purging the Receivables and other typically daily, monthly or annual functions
Reports	For the generations of reports
Code Maintenance	Maintenance functions for defining and updating master code files
Purging	Functions that Purge History files
Wizards	For setting up and/or launching user defined Wizards
User Functions	For launching user created programs or other Window's Utilities
Control Options	For defining preferences for the operation of the Accounts Receivable system; and for defining User Access rights to each menu item
Window	Functions to manage the simultaneous execution of up to 9 of the applications' functions
Help	Displays licensing information, launches Help, or executes a Monitor displaying users currently using the system

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For example, to select the Customer Codes Maintenance function:

1. Click Codes Maintenance in the menu bar.



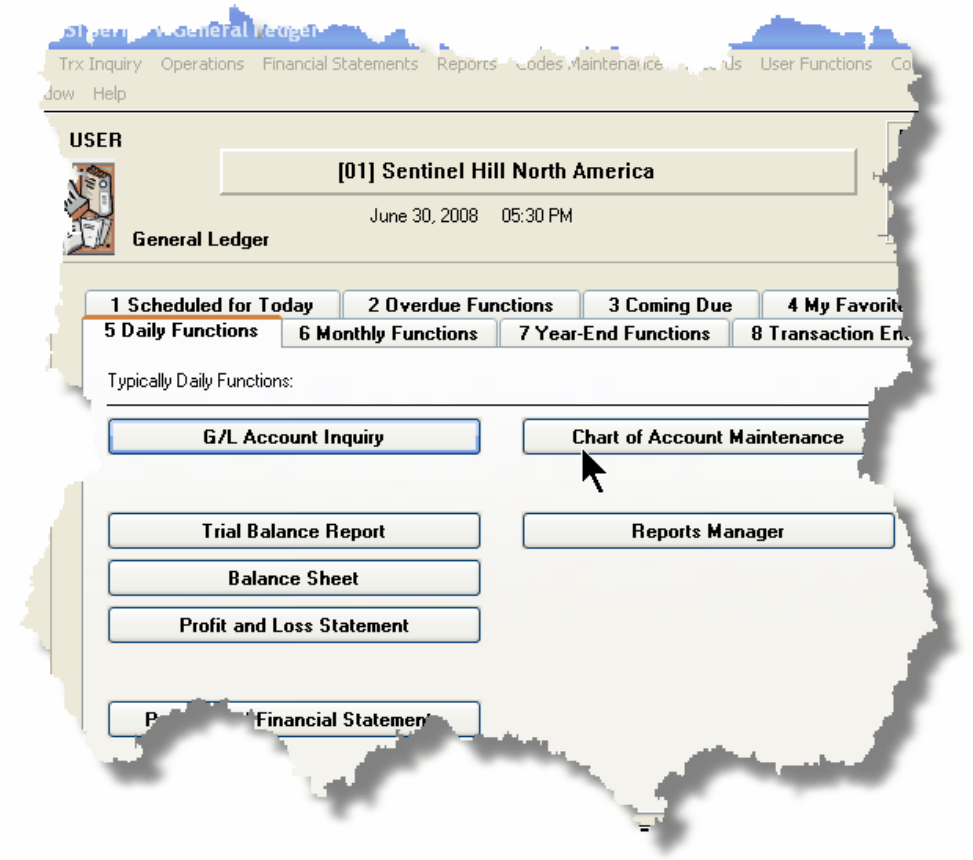
2. Select **Customers...** from the drop-down menu and the Customer Codes Maintenance screen will be displayed**.**

Daily Operations - Monthly Operations, Year-End Operations and Transaction Entry tabbed sub-screens

Tabbed sub-menus are provide on the application menus that offer common types of functions. Each of the applications menus offer tabbed sub-screens that have those functions that would be typically invoked a certain times, or to enter Transactions.

For example, those menu functions in the G/L system that might be executed on a daily basis:

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1. Click on the applications' **Daily Functions** tab.
2. Click on the desired function push button.

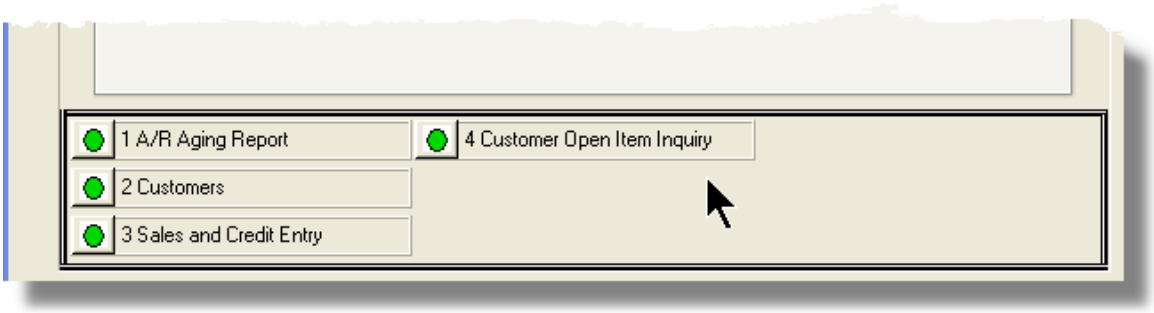
3.1.1 Multi-Threaded Windows

The applications menus provide the ability to select and execute up to 9 functions all at the same time. Each executes in their own window independent of one another.

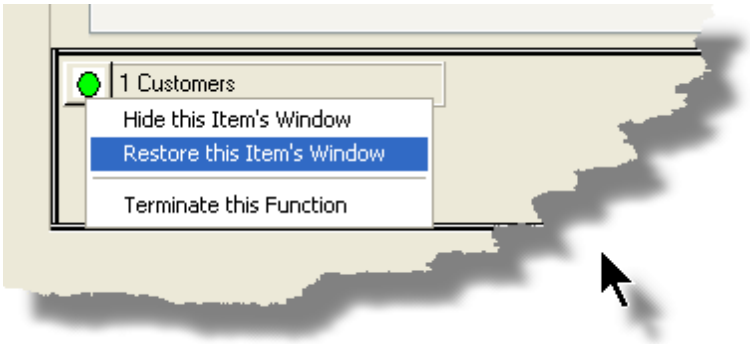
Execute multiple functions from the Applications' menu simultaneously

- The functions that have been launched are displayed in the frame at the bottom on the application menu

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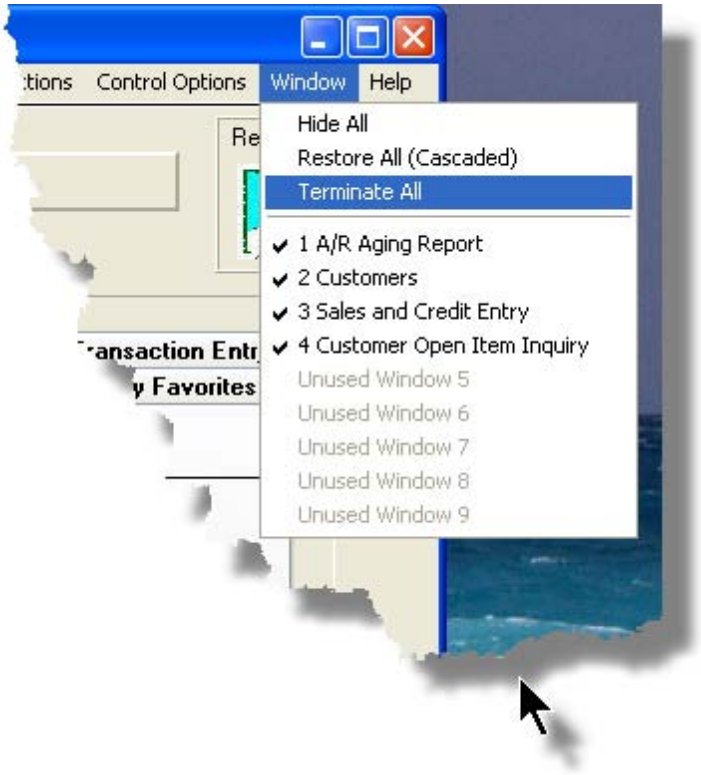


- If you right click the icon associated to an executing function, a drop-down menu will appear from which you can hide or restore it's screen, or terminate the function.

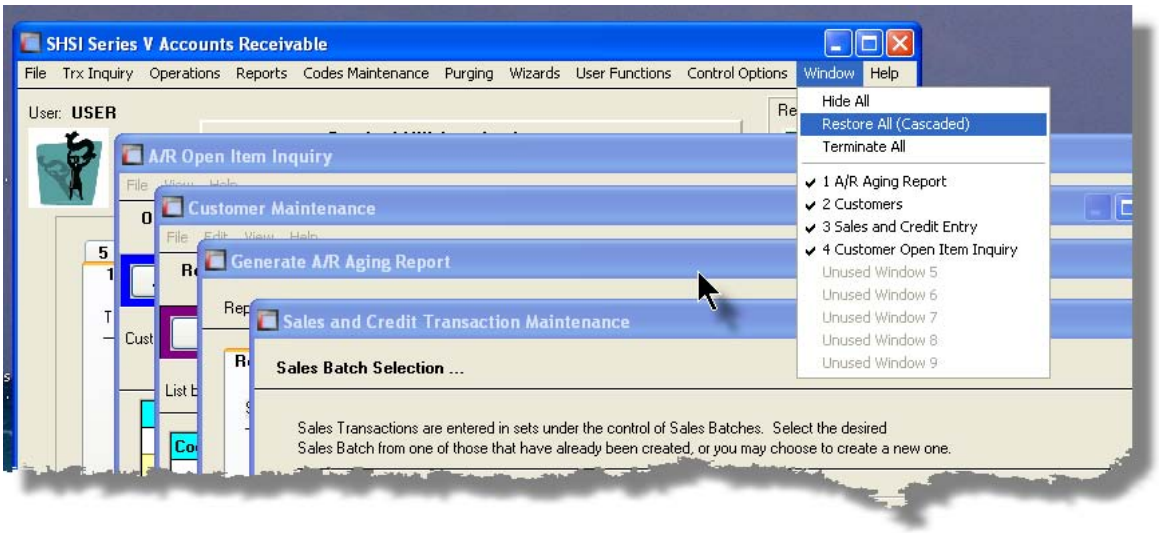


- The functions that have been launched are visible as items under the menu bar's **Window** sub-menu

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- You may terminate, hide or cascade the executing functions windows by selecting the appropriate function from the menu bar's **Window** sub-menu



- You may hide, or redisplay a particular executing function by clicking on it's entry in the menu bar's Window sub-menu

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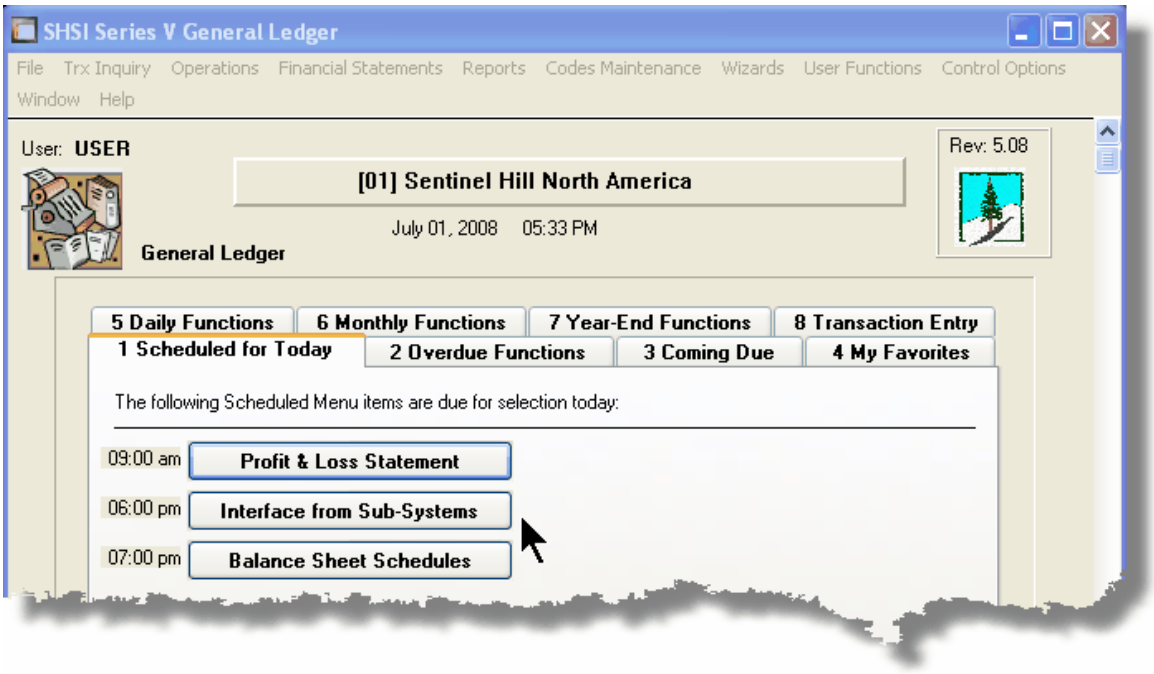
3.1.2 Scheduled Menu Functions

The Series 5 Menus offers the ability to define certain functions to be scheduled for particular times of the day at specified intervals. Tabbed sub-screens display those functions that have been scheduled and are **Overdue**, **Due for Today**, or **Coming Due**. The operator must click the push button in the sub-screen to select these functions to have them executed. Once the function is finished, the operator will be prompted to reschedule the job.

Refer to the section on Users Scheduled Menu Functions 139 under the User Access Management 132 Chapter for the steps to set up the Scheduled functions.

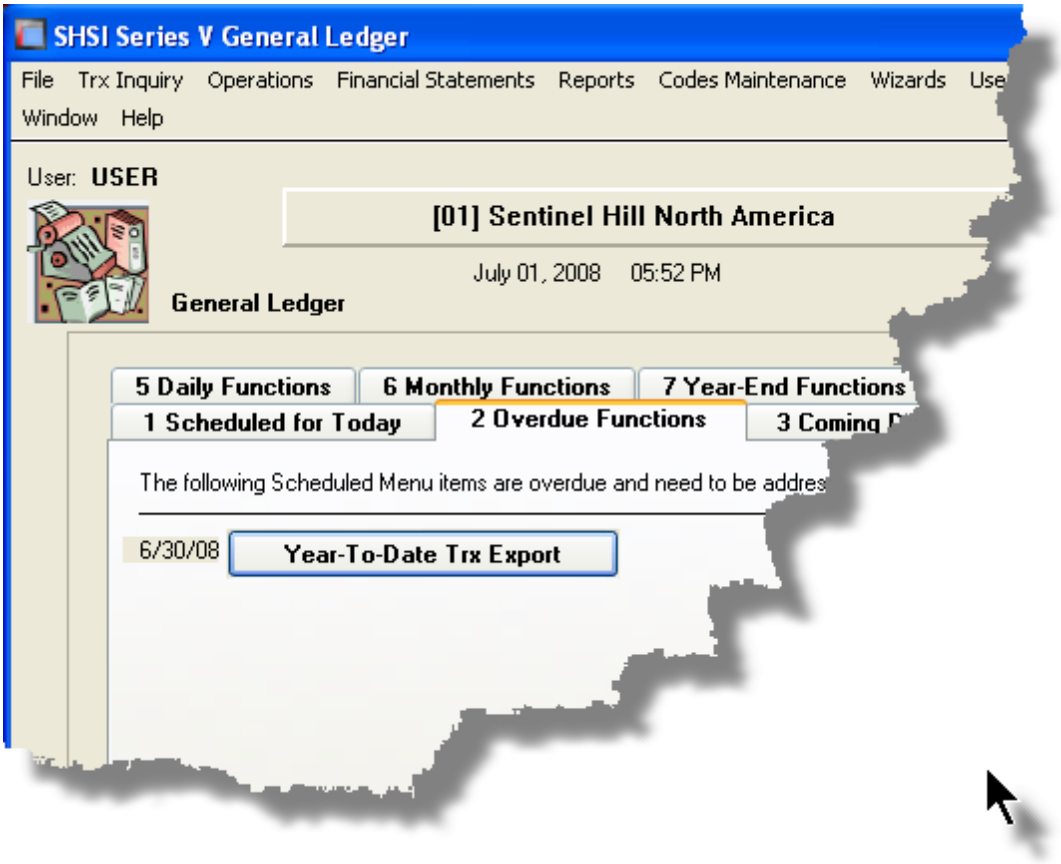
Scheduled Menu Sub-Screen Examples

- For menu functions that are scheduled to be launched today:



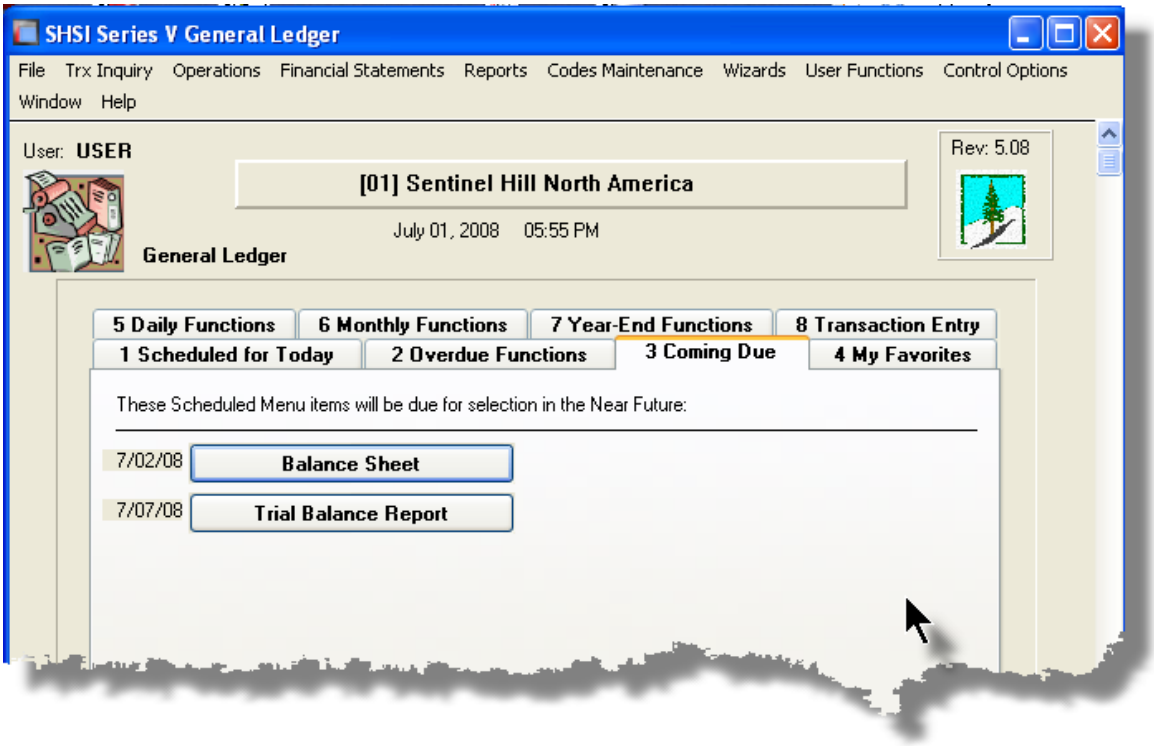
- For menu functions that are scheduled, but were not launched on the day they were due. They are Overdue:

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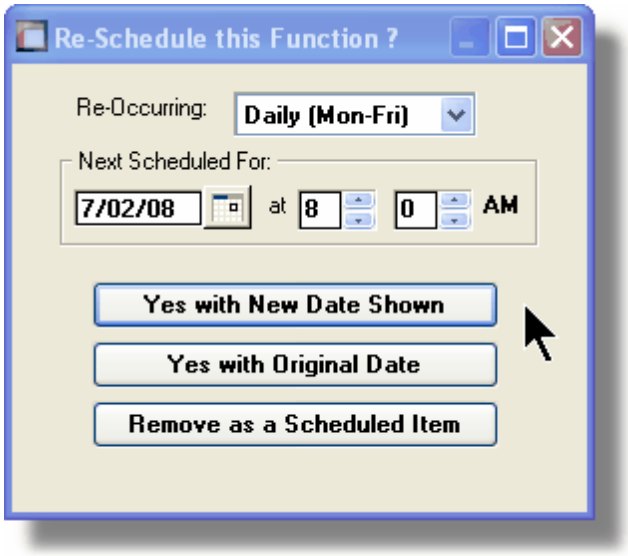
- For menu functions that are scheduled, but for a date in the future:

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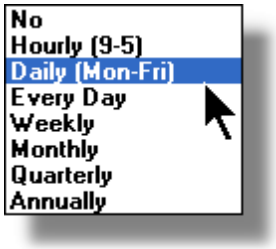
Rescheduling Scheduled Functions

Once a scheduled menu item's process has completed, a screen is presented to the operator offering to have the menu item rescheduled.



1. The fields will default so the function will be scheduled as defined.
2. You may have the item rescheduled using one of the following intervals:

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3. Click on the applicable push button as required.

3.2 Grid Processing Screens

The Series 5 applications have been developed around the concept that the operator should be able to navigate easily through the master codes data sets or batches of transactions that are being worked with. To accomplish this, the assorted accounting systems have made use of a graphical control known as a grid.

The grid control is basically a table that provides the operator with a list of the data records being worked with, and controls to navigate through the associated file. Individual fields may be edited, pop-up menus may be displayed for related functions, and the cursor up/down and Page up/down keys may be used to move around rows and columns of data.

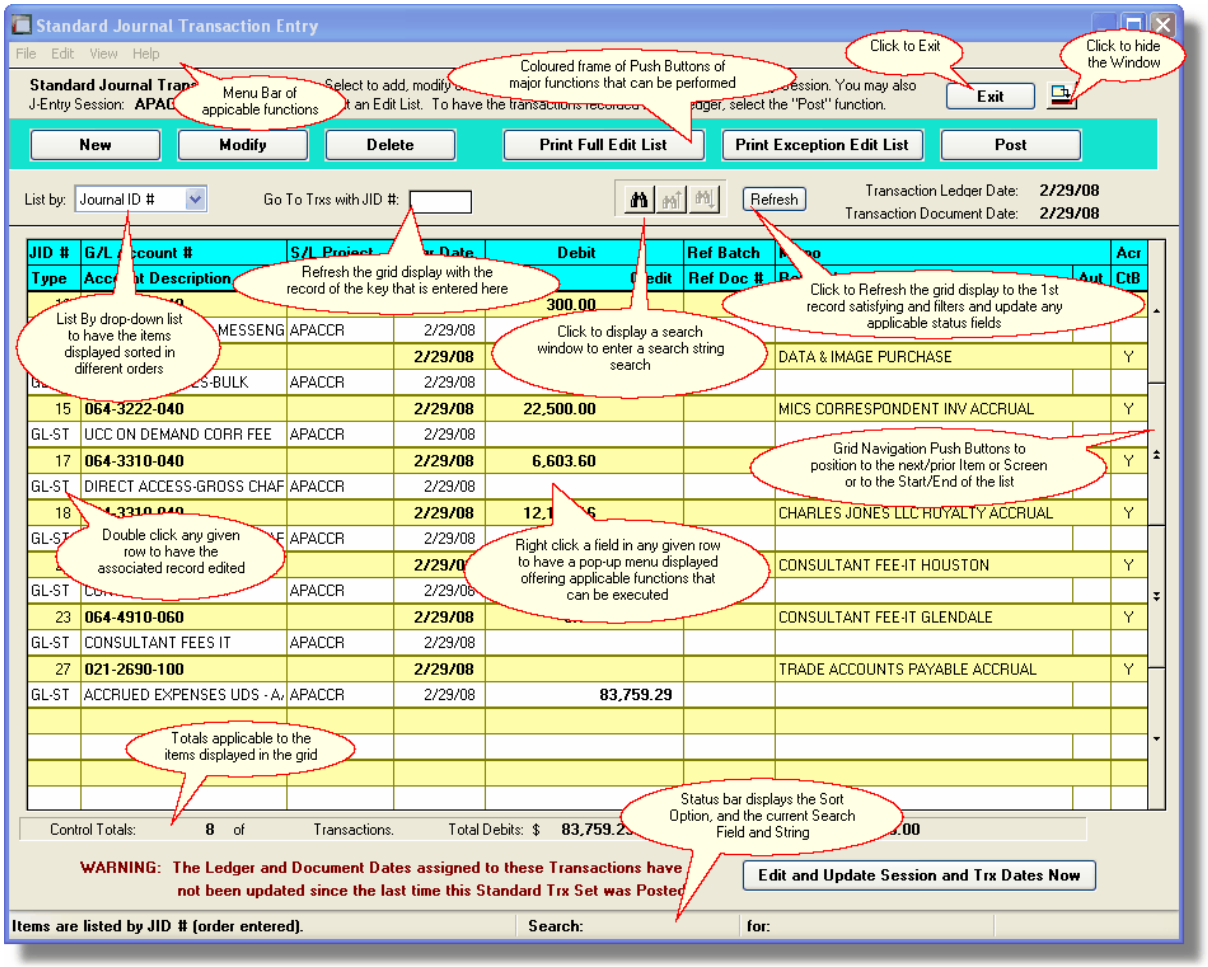
The screens that display these grids also offer a number of functions that the operator can manage or manipulate the particular records' information. These are fairly consistent throughout the Series 5 accounting systems.

Grid screens are typically developed for the following types of menu functions:

- ❑ Master Code Maintenance routines
- ❑ Transaction Entry routines
- ❑ Data Inquiry routines
- ❑ Operations that require the operator to perform some type of function to easily set or edit properties of a specific type of data record

Here is an example of a grid based screen that offers most of the controls typical of a Transaction Entry function. *(In this case there are 2 rows in information for each data item being displayed)*.

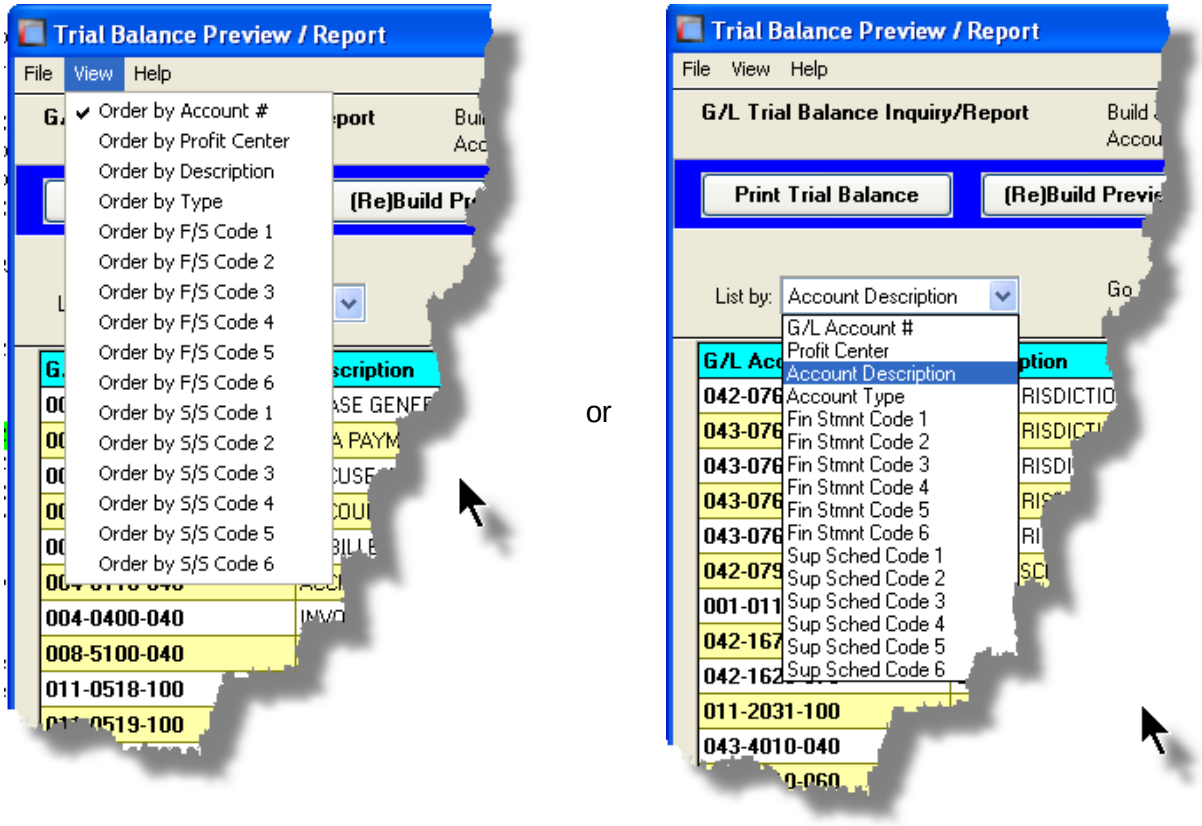
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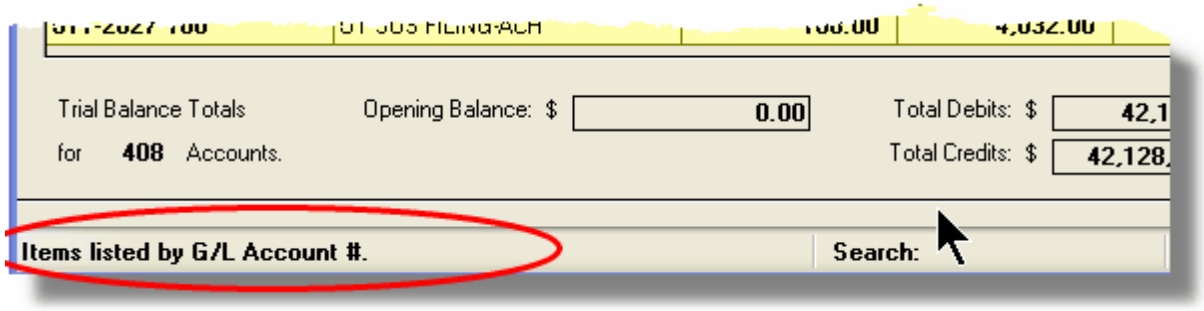
List-By or View Options Menu

In those grid applications where the items may be displayed using different sort criteria, click on **View** in the menu-bar for a drop-down menu of selections; or make the selection from the **List-By** drop-down list.

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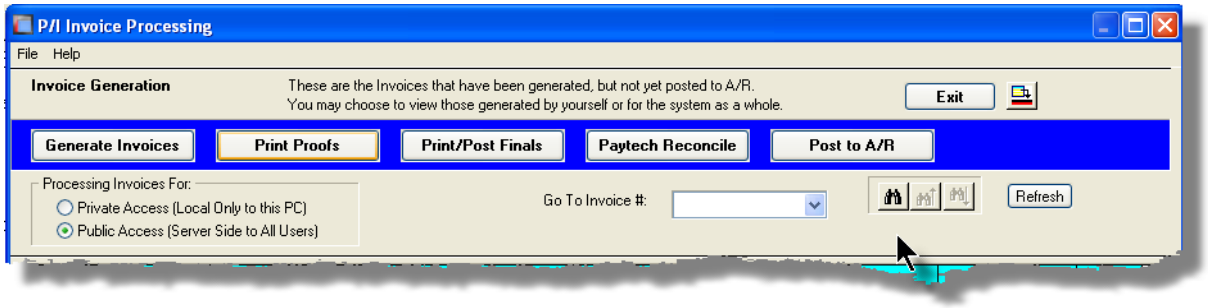
A description of the sort order is displayed in the status bar at the bottom of the screen.



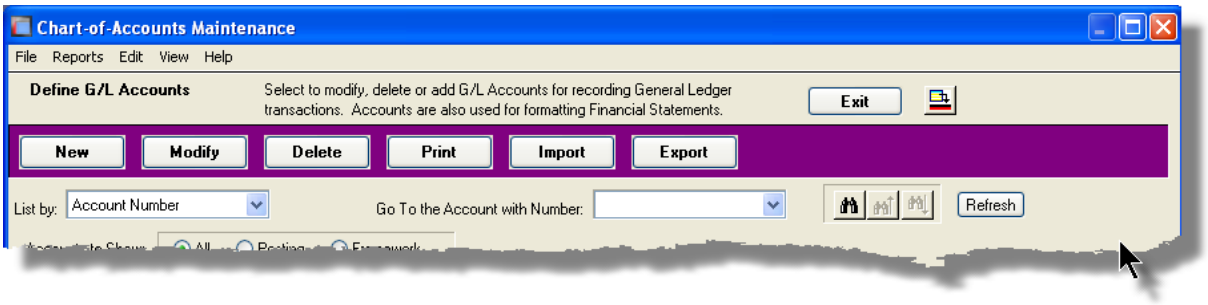
"Fast Button" Frame Tasks Push Buttons

In all the grid based screen functions, the major operations that could be performed are displayed as Push Buttons in a brightly colored frame. This is referred to as the "Fast Button" Frame.

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Or for another example:



Note that different types of functions have different frame background colors.

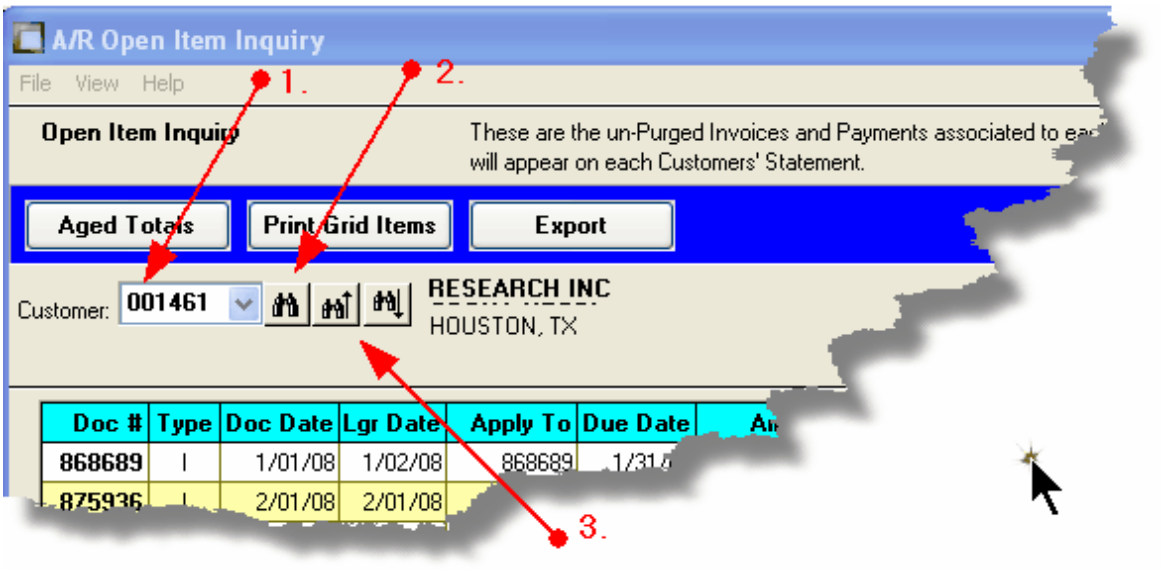
- Blue	Active data Inquiry or Analysis
- Burgundy	Codes Maintenance
- Olive Green	Archived transaction Inquiry
- Aqua-Marine Green	Transaction Entry

Selecting to Display Items Associated to a Particular Code

In certain grid based applications, you will be able to display only those items associated to a particular master code. There is a field in which you can enter the desired code.

In the example, the screen displays all Open Items for a selected Customer.

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In this example there are three ways that a given Customer may be selected:

1. Enter the Customer Code whose items are to be displayed in the grid.
2. Click on the icon to have the Customer "Lookup" window displayed and select the desired customer.
3. Click on the "Find Prior" or "Find Next" icons for the prior or next Customer Code on file with items to be displayed

Processing Tip

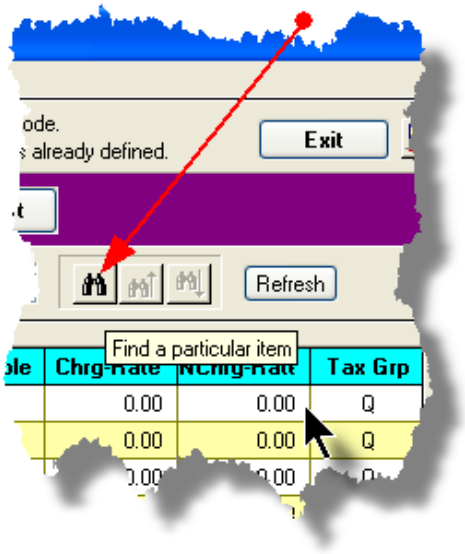
When a grid application that offers a code to be selected is initially displayed, that field is is normally blank. If you wish to just display items for the 1st code on file, click on the "Find Next" icon push button and the system will do the rest.

Search Function

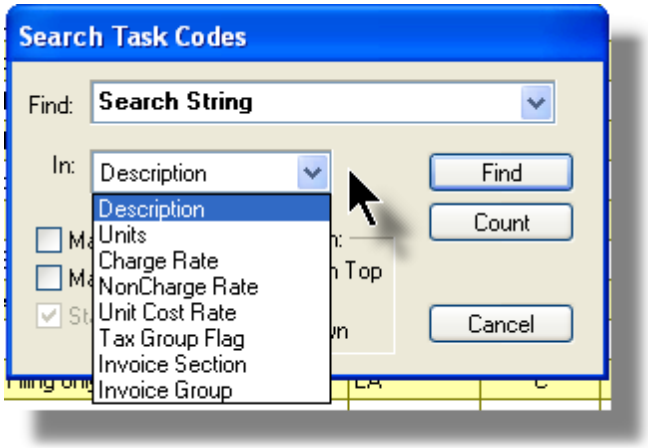
In all the grid based screen functions, a Search function is provided.

1. Click on the Search icon.

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2. The Search window will be displayed. Enter the string or number to be searched in the **Find** field and select the particular field of the given record to be tested.



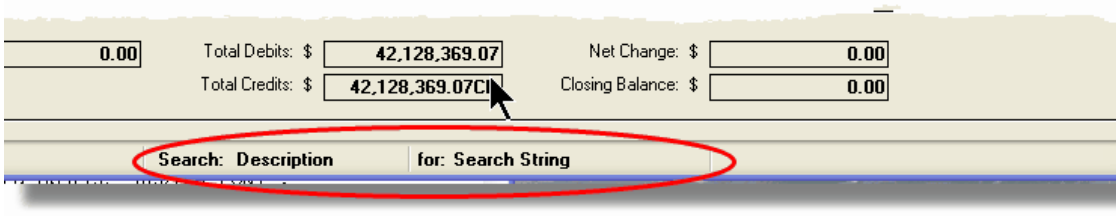
3. Set the searching options as desired and click on the **Find** push button. (If you rather just get a count of the # of records that satisfy the search, click on the **Count** push-button

4. If a record is found, then the grid will be refreshed with that item displayed. Also, the Search Backward/Forward icons will be enabled, and you could then search back or forward by clicking on the appropriate buttons.



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5. The current search string, and name of the field tested is displayed in the status bar at the bottom of the screen.



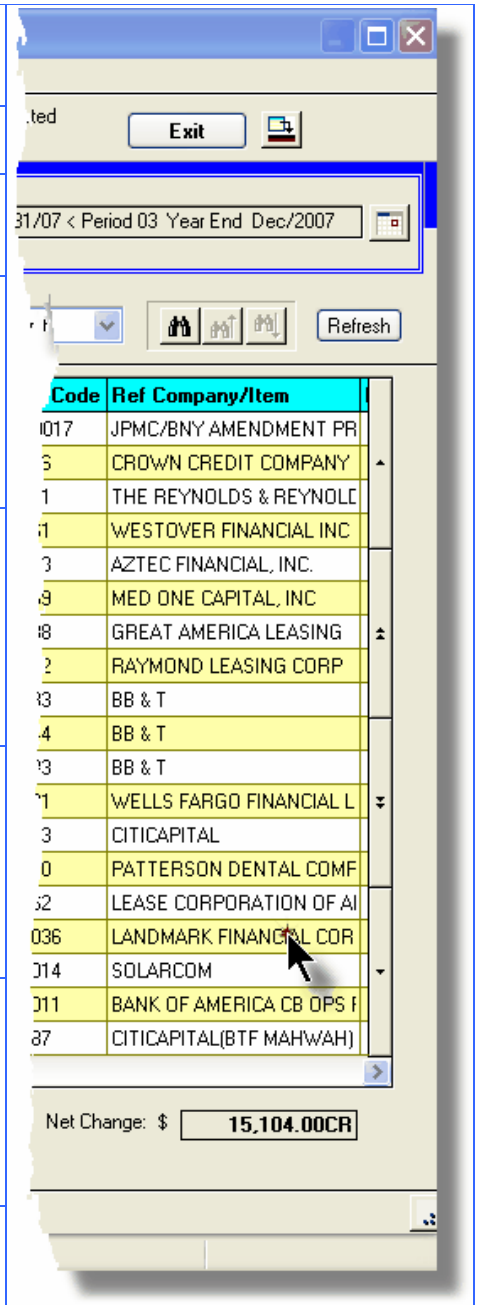
Grid Navigation Buttons

To move through a file of records that are accessed or displayed using the grid, use the Navigation Buttons found at the right side of the screen.

Navigation To	***Keyboard Key or Mouse Click***	***Graphic***	
The next grid row	Cursor-Down Key or rotate the mouse wheel towards you		

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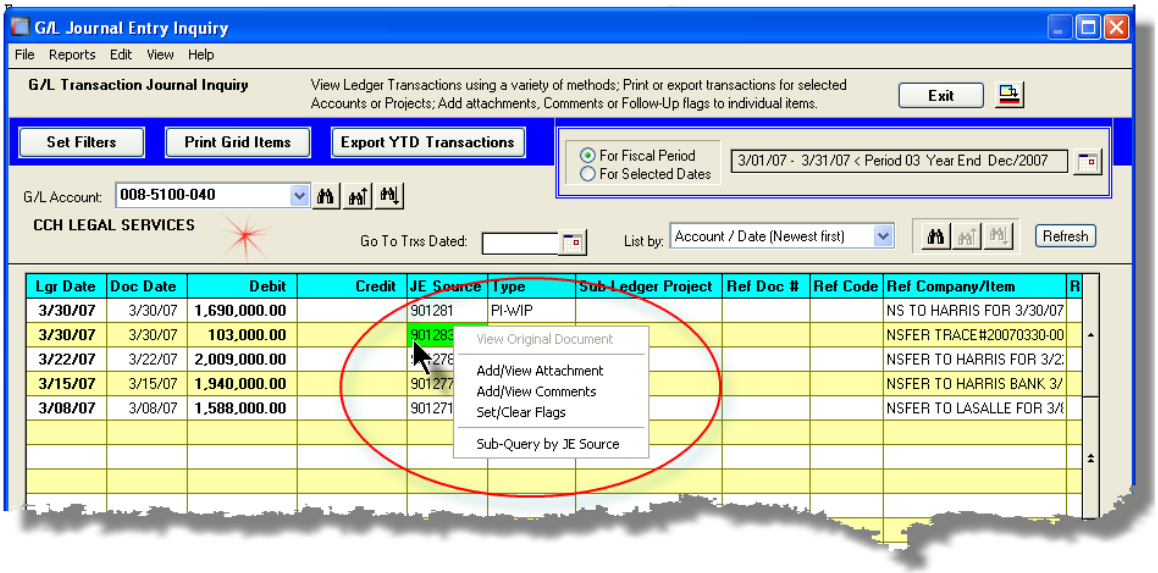
Down 4 grid rows	Hold the Ctrl-key and rotate the mouse wheel towards you	
The prior grid row	Cursor-Up Key or rotate the mouse wheel away	
Up 4 grid rows	Hold the Ctrl-key and rotate the mouse wheel away	
The 1st row of the next screen	Click bottom down button	
The 1st row of the current screen, or the row just before the 1st row of the current screen	Click top up button	
The last row of the next screen	Page-Down key, or click the lower dbl-down button	
The 1st row of the prior screen	Page-Up key, or click the top upper dbl-down button	
The 1st record on file	Hold the shift key and click the top up button	
The last record on file	Hold the shift key and click the bottom down button	



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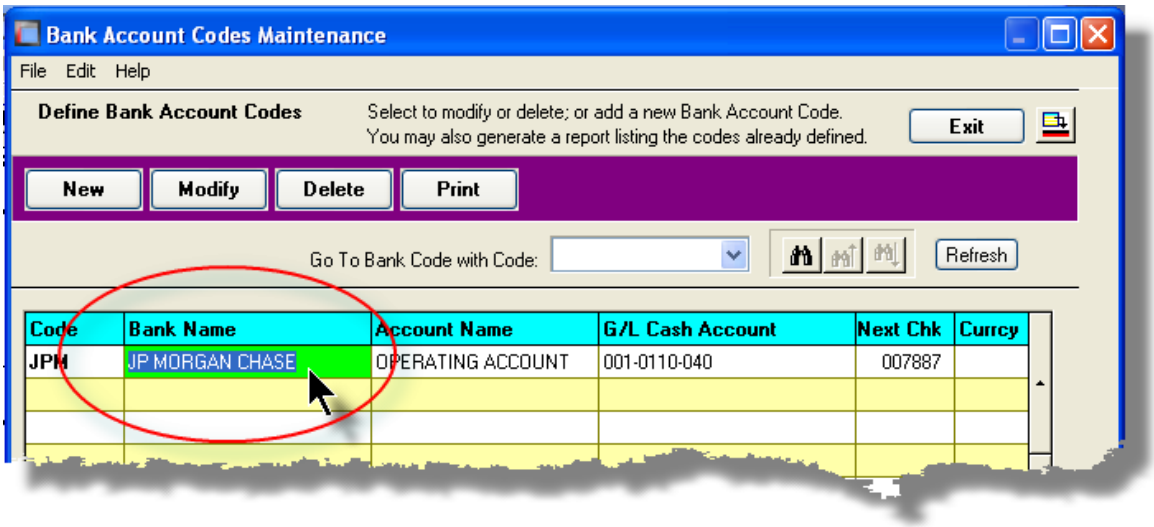
Grid Row Pop-Up Menus

For most of the grid based menu item screens, you can right-click a given row to have a pop-up menu of the functions that would be applicable to the record represented in the row.



Editing Cell Contents Directly on the Grid

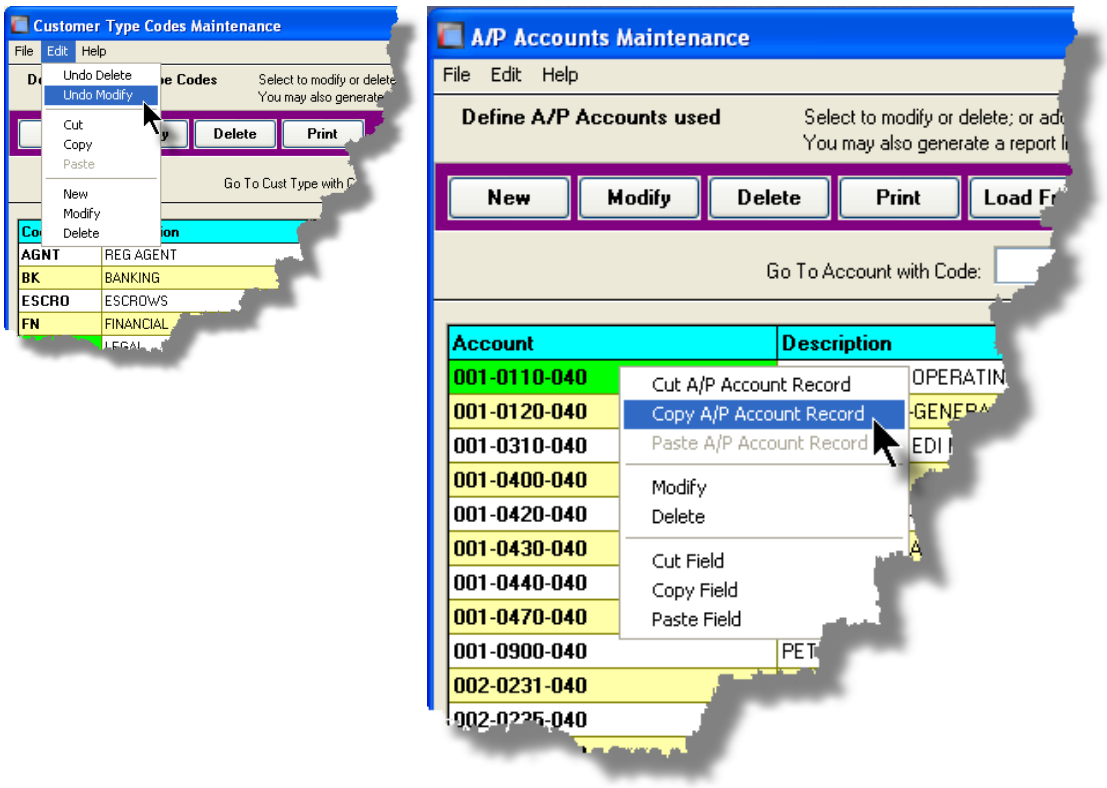
In a number of code maintenance applications, descriptive fields may be edited directly on the grid. If this is allowed, when those particular cells are double clicked, the contents of the cell will be highlighted. the operator may then key in the new value.



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Standard Record Editing Functions

Most of the grids in the Series 5 system's applications provide an Edit drop-down menu from the menu bar. This offers functions to Cut, Copy and Paste the associated records belonging to the grid. For codes maintenance applications, there are also functions to Undo the last deleted item; and to Undo the last edited item. From the drop down menu under **Edit** in the menu-bar, click the desired function. ***(In most cases, these functions are also available from the pop-up menu displayed when a row in the grid is right-clicked).***



Warning

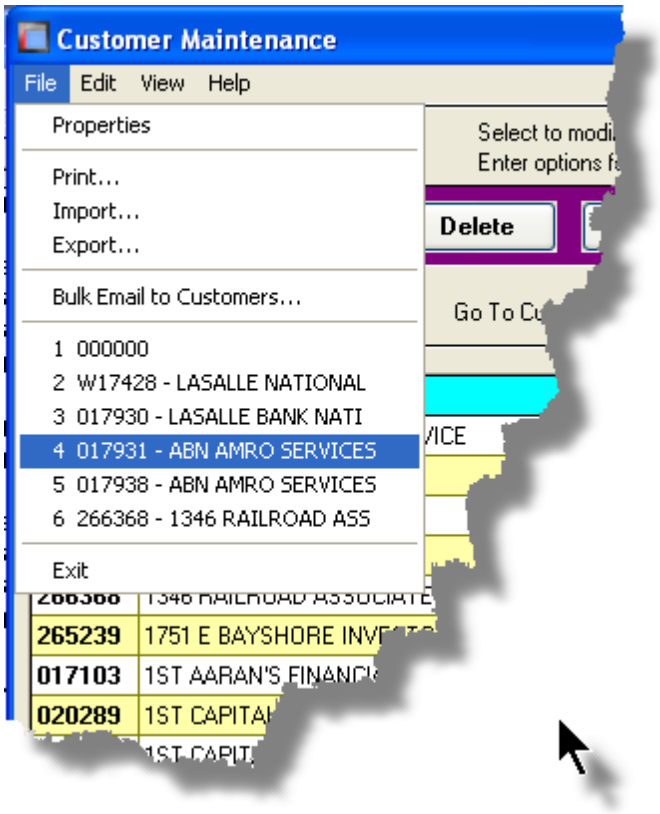
The Undo Delete, Undo Modify, Cut, Copy and Paste functions are only operable while working in the particular function. If you exit the function associated to the grid, when you return, any Cut, Modified or Deleted record may not be Pasted or Undone.

Most Recently Accessed Items Menu

In the drop down menu under **File** in the menu-bar, most grid screens will provide a list of the

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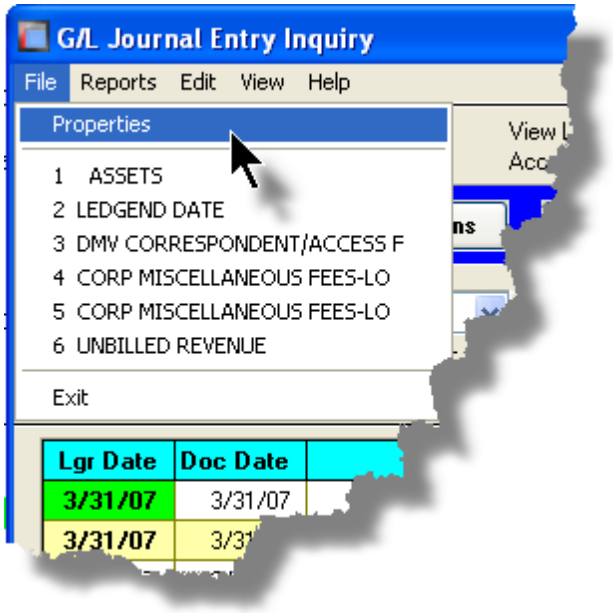
last 6 items that were added or edited . You can click on any one these to position to it.



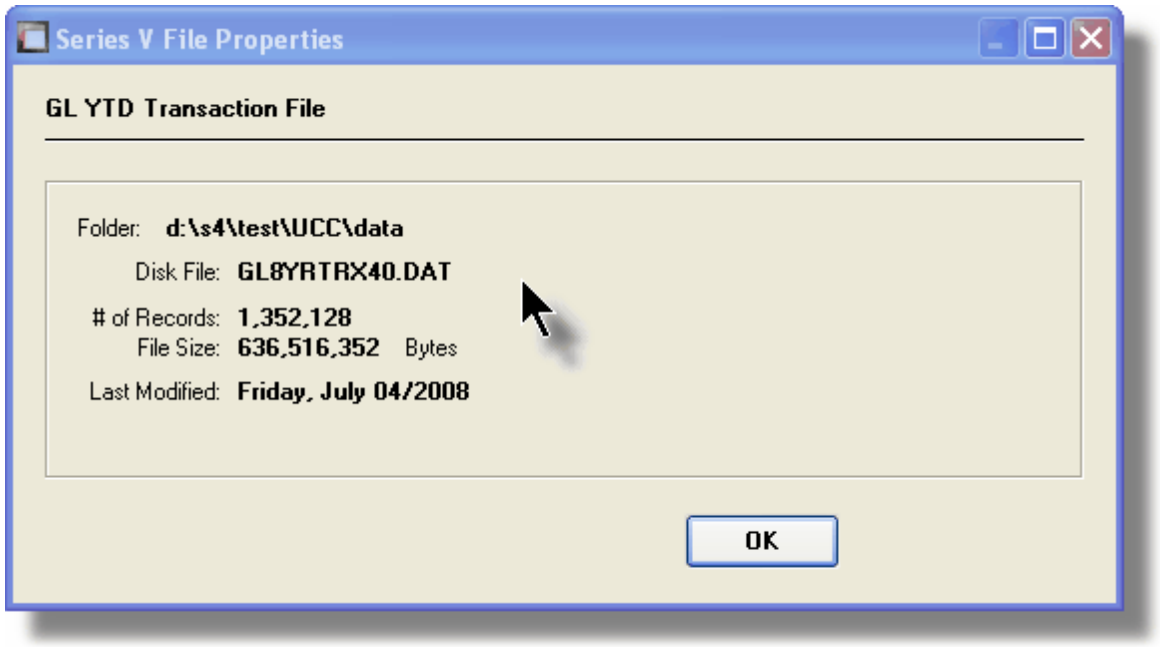
Grid File Properties Menu Function

In almost all applications using a grid screen, the rows of data displayed represent a data record in a file. The Properties function found In the drop down menu under **File** in the menu-bar, when clicked will display some properties about the displayed file.

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The Properties Screen displayed shows the names of the files, the # of records, and the size.



Grid Slide Bar and Full Screen Expand Push Button

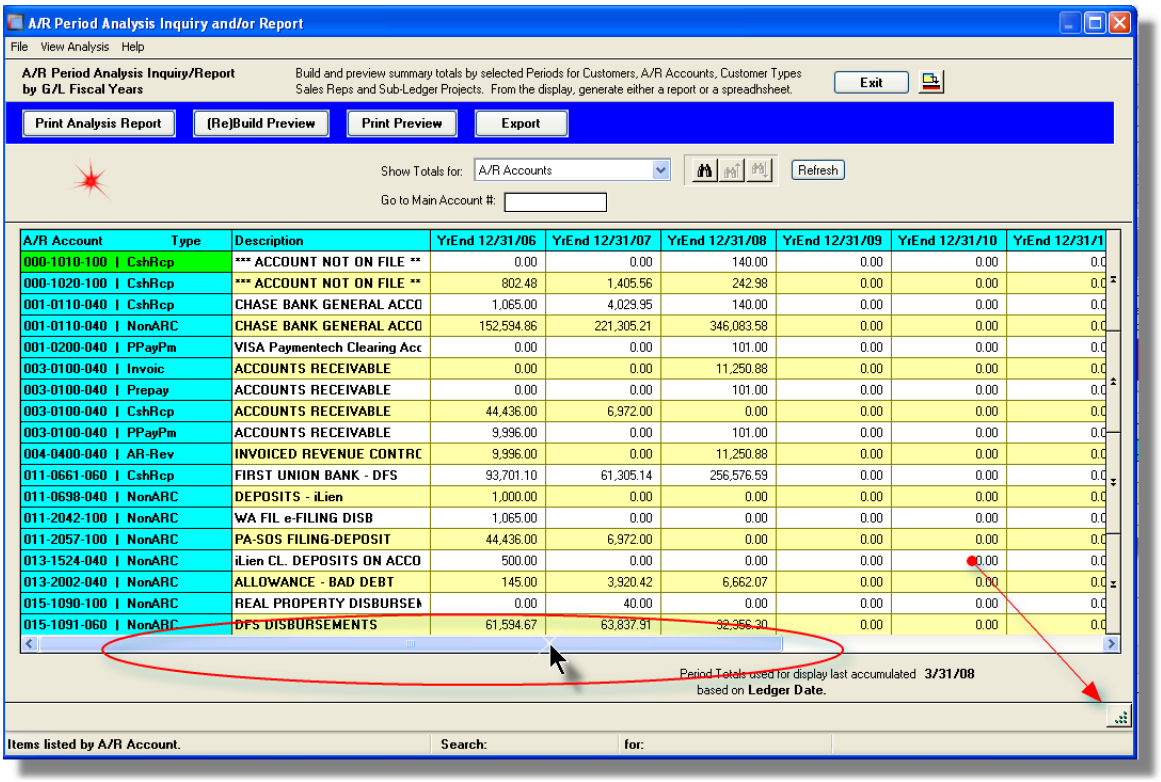
In most cases, the columns of data displayed in the grid can be displayed in the screen's window. There are a few functions that have too many columns of data to fit.

If there are more columns defined that can't all fit on the screen at once, there will be a slide bar displayed at the bottom of the grid. The operator may slide it over with the mouse to view

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the hidden columns of data.

If there is an  icon in the lower right corner of the screen, clicking on this will expand the screen laterally to it's full size. (You will need to have a wide screen for this to be effective).

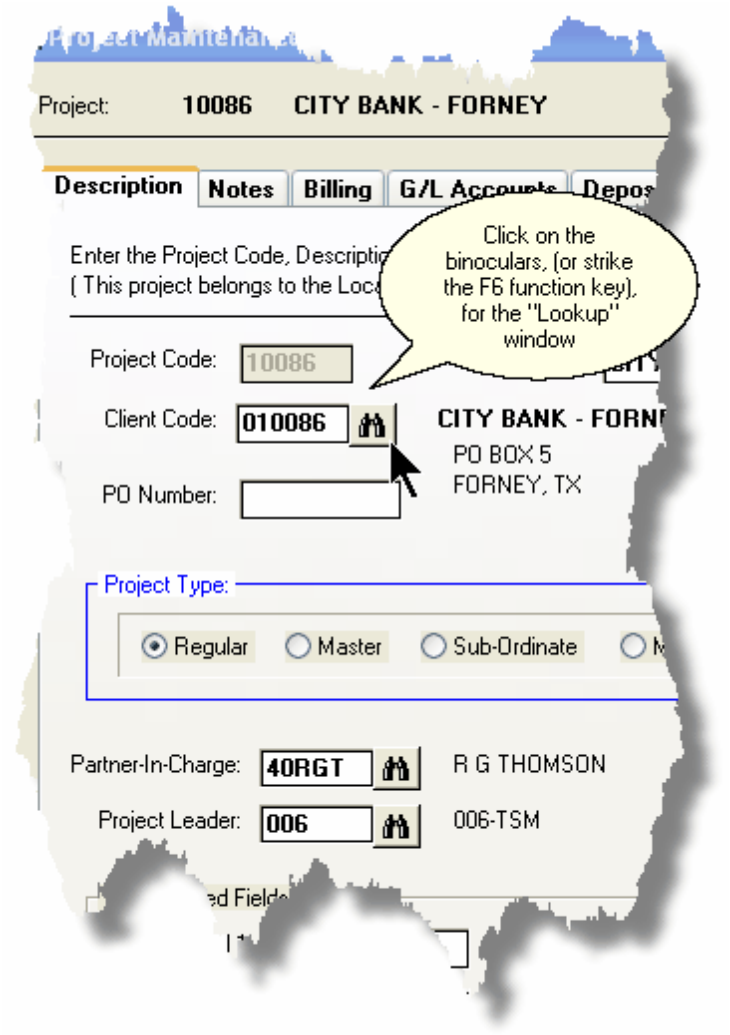


3.3 Code "Lookup" Window

Throughout each of the Series 5 applications there may be master codes that must be entered into a field on a screen. In most cases there will be an icon  of a pair of binoculars located to the right of the field. If you click on the binoculars, a "Codes Lookup" window will be displayed, from which you can browse for and select a code.

Here is an example of fields with the binoculars icon for entering master codes in the Professional Invoicing system.

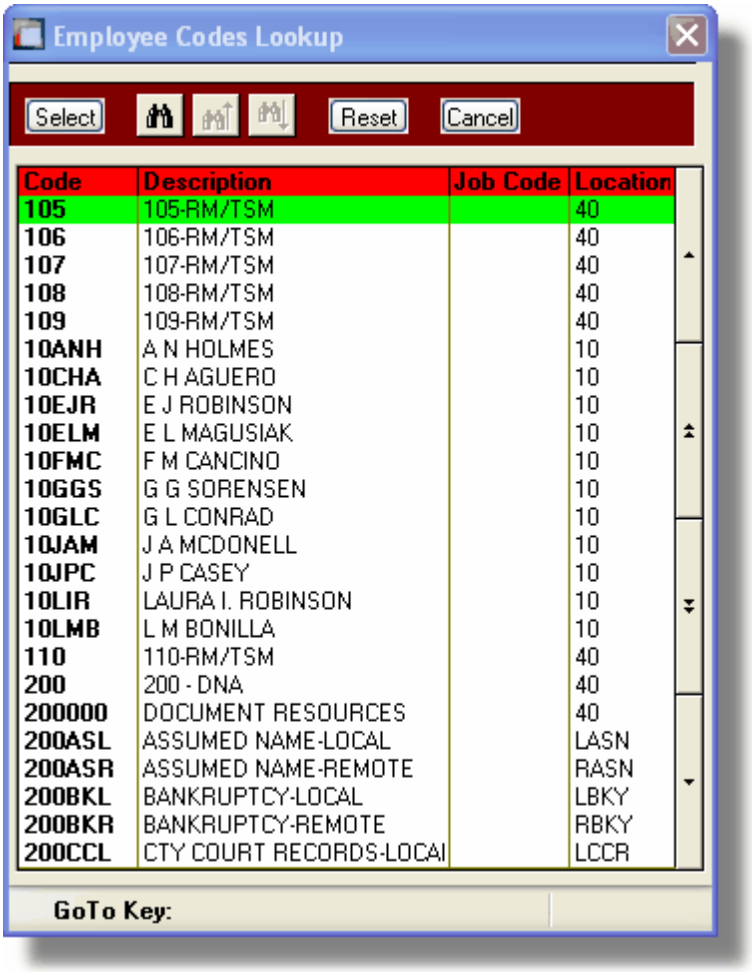
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Code "Lookup" Window

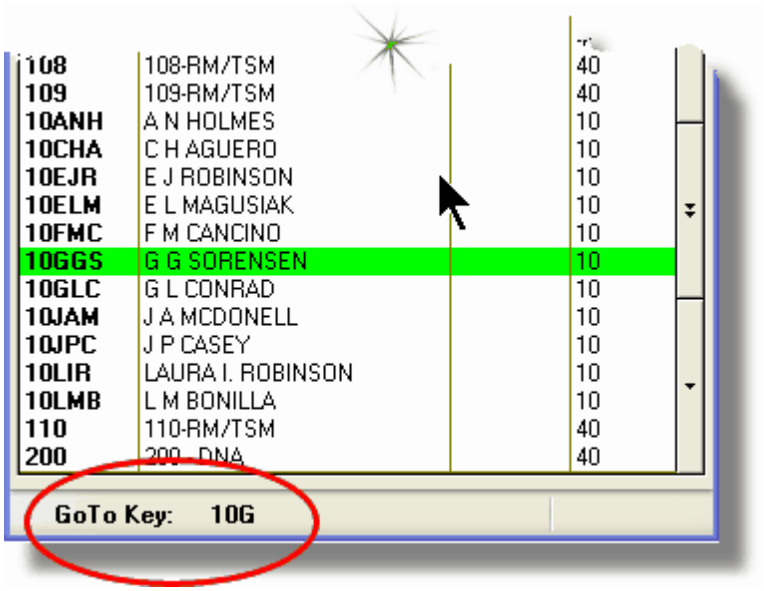
All "Lookup" windows basically have the same characteristics and controls.

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- Select a particular code by navigating to it in the window and double clicking the row, or clicking the **Select** push button
- To exit the Lookup window without selecting an item, click on the **Cancel** push button
- A Search window may be activated by clicking on the  binoculars icon
- Move through the codes in the window by clicking on the grid navigate bar icons (on the right), or the cursor up/down keys, or the Page Up/Down keys.
- If you know the 1st few letters of the code you are wanting, you can type these, and the grid will redisplay showing the item closest to the **Goto Key** that you have typed. (To reset the Goto Key string, strike the ESC key, of click the **Reset** pushbutton).

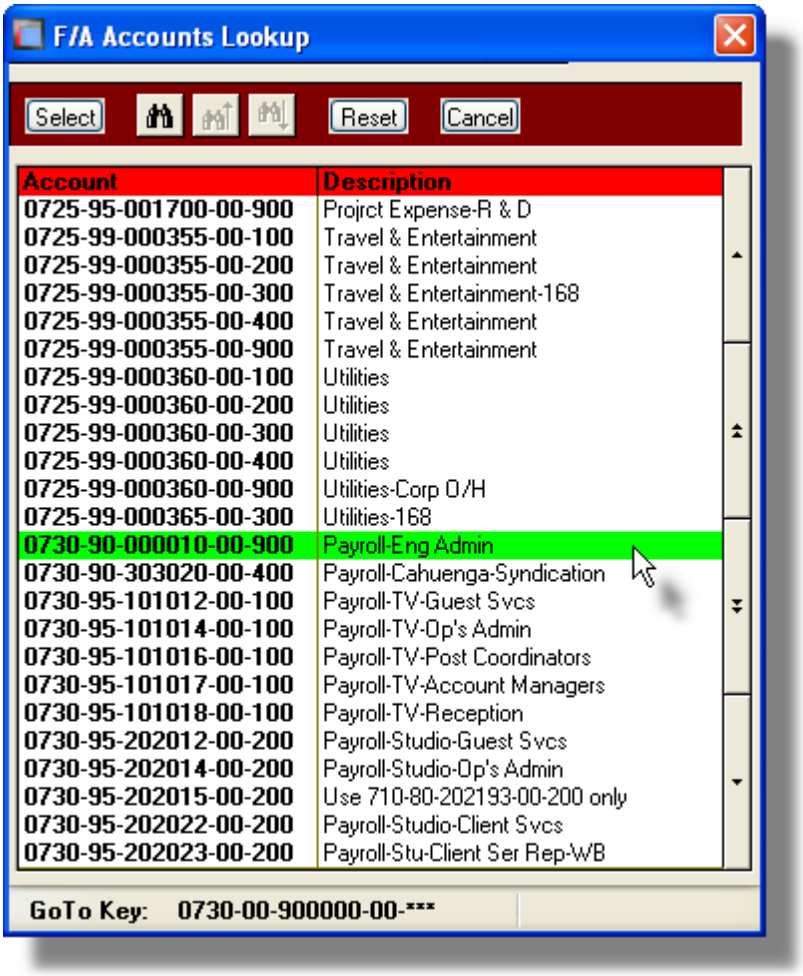
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G/L Account "Lookup" Window

For "Lookup" windows offering a G/L Account to be selected, a similar window with the same characteristics and controls is displayed.

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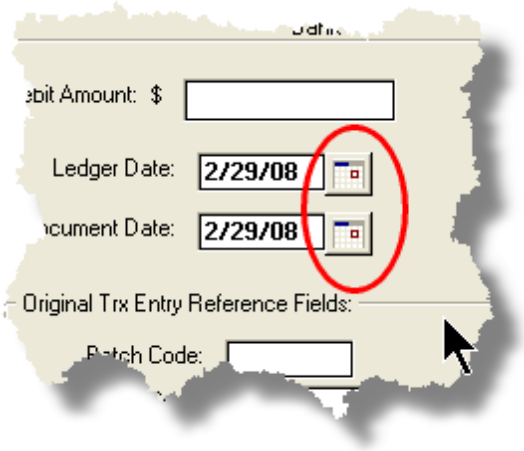
The main difference is the entry of the GoTo Key:

- As each numeric digit is entered, the system will attempt to redisplay showing the closest **Goto Key** account
- For systems with more than one G/L Account Main segment, enter either the Space-Bar, or the "-" character to indicate entry of the next Account Bank segment
- Only the G/L Account Main number is recognized. Don't bother trying to enter the Profit Center portion
- In the above screen example, you could have entered **730-** or **073090** to have the system position itself in the grid as shown
- Once the number of digits in the G/L Account's Main number has been entered, the GoTo Key fields is cleared, and a different number may be started

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3.4 Date "Lookup" Window

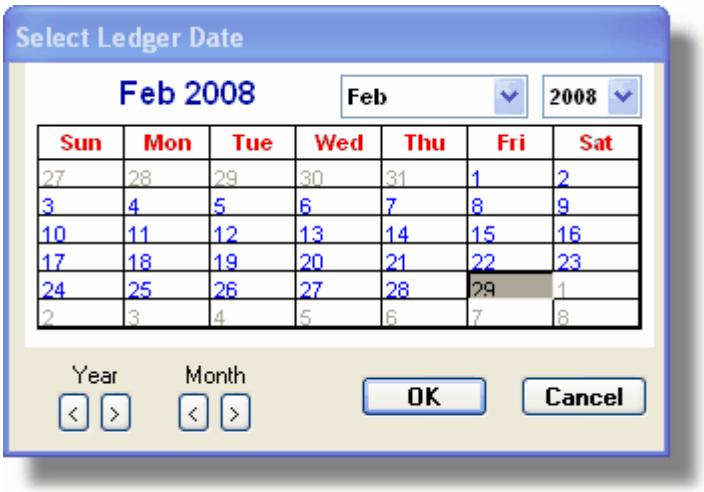
Throughout the Series 5 applications there is the need to enter dates. With each date entry field there will be an icon  of a calendar located to the right of the field.



If you click on the calendar, a "Date Lookup" window will be displayed, from which you can choose a date.

Date entry "Lookup" Window

Here is the "Date Lookup" window.



- Select a particular date by double-clicking it on the calendar
- Select a particular **Month** or **Year** by selecting it from the given drop down list fields
- Move to the next or previous Years and Months by clicking on the navigate buttons at the bottom

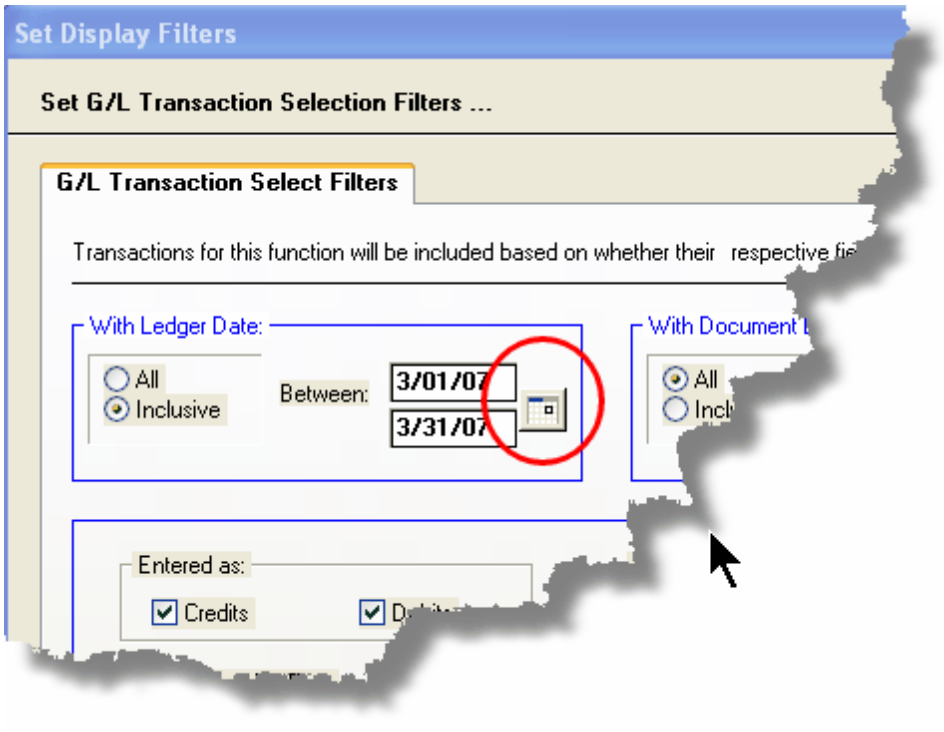
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- Exit without selecting a date by clicking on the **Cancel** push button

3.5 Date Range "Lookup" Window

Throughout each of the Series 5 applications there may be a need to enter a range of dates. In most cases there will be an icon  of a small calendar located to the right of the fields.

Here is an example of selecting a range of Ledger dates in one of the G/L system's functions.

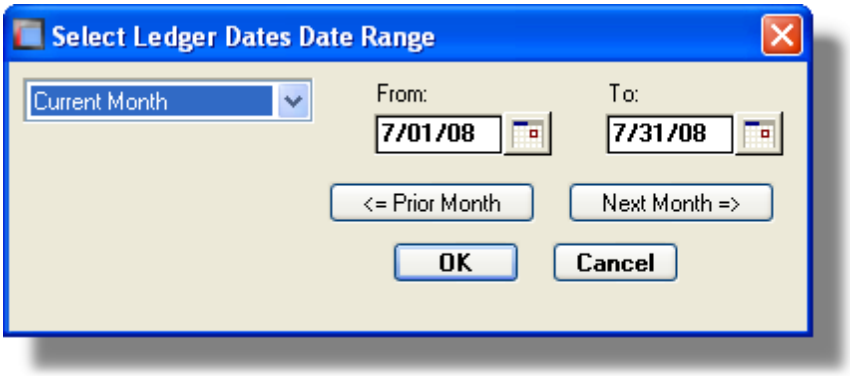


If you click on the calendar, a "Date Range Lookup" window will be displayed, from which you can enter the starting/ending dates, or choose from a variety of different date range possibilities from a drop down select field.

Date Range "Lookup" Window

The window for entering a range of dates, (or selecting one form a drop down list).

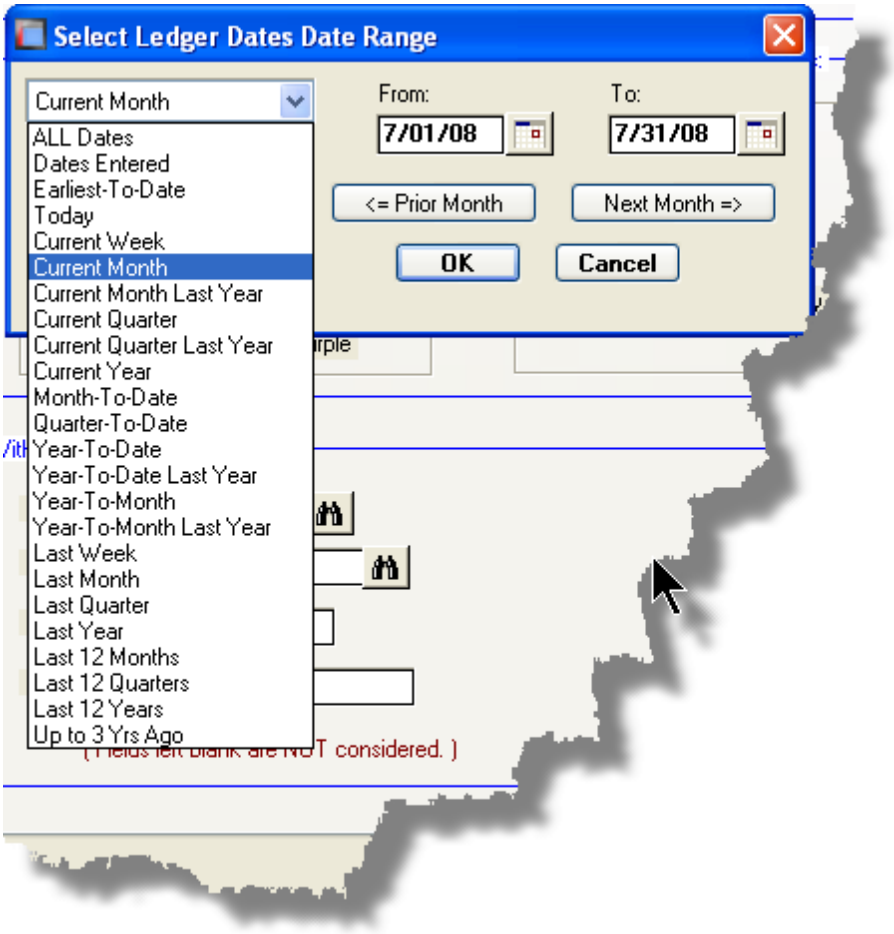
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You may choose, or set, a given date range using a variety of methods:

- Enter the dates in the **From** and **To** fields
- Click on the little calendar icons to have a calendar displayed from which a data can be chosen
- Click on the **Prior ...**. or **Next ....** push buttons to adjust the dates accordingly
- Choose a particular date range from the drop down list

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Part



4 Starting and Using the A/R System

In order to use any of the Series 5 system applications, each user must go through a sign-on process.

The following steps are required.

1. Signon using the users assigned User Code and Password**.**
2. Select the Company System that is to be processed. (If only one Company system is defined, then this step is not required).
3. From the Main Menu screen, click the Accounts Receivable icon. 

4.1 User Logon

Each user must first log in to use any of the Series 5 applications.

> **Key Information**
>
> Your Systems Manager, or designated "Gate Keeper" must first create a User Profile before any user can sign on to the system.

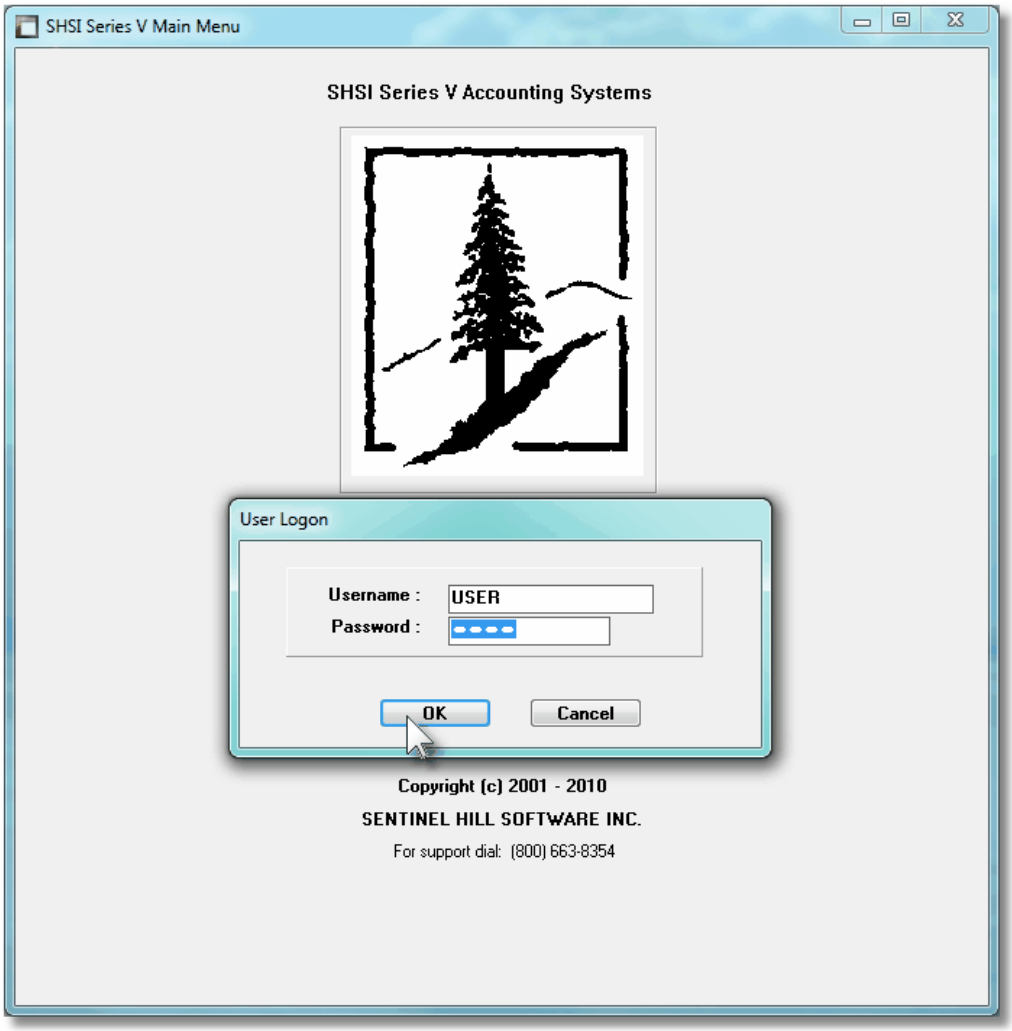
User Logon Screens

1. Click on the Series 5 application icon that has been set up on your desktop.



2. Enter your User Code and Password. If setup by your Systems manager, the Username Code will default to that defined by the **SHSI_USER_NAME** DOS Environment Variable.

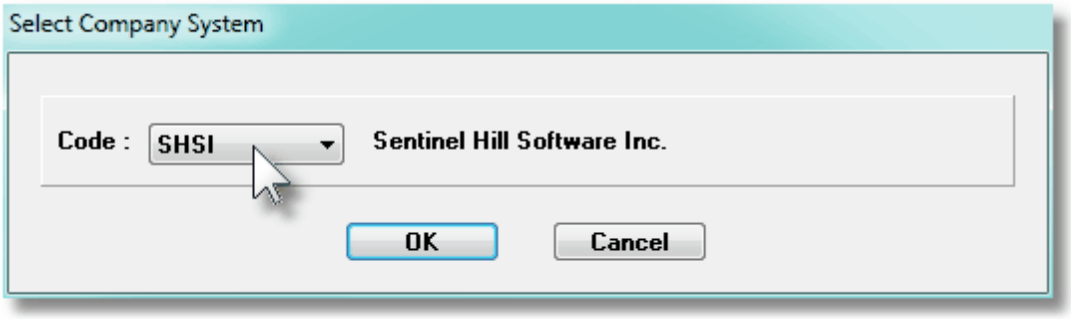
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- You must enter the correct password to get into the system.
- You will have five attempts at entering the correct Username and Password combination
- Your Systems Manager may have established the rule that passwords must be renewed at some interval of time. (ie., every 3 months). If this is the case, the system will warn you 21 days ahead of time, that you will need to change the password. If it has expired, you will have to contact your System Administrator, or your Gatekeeper to set up a new password for you.

3. If you have defined more that one Company System, select the company to be worked with:

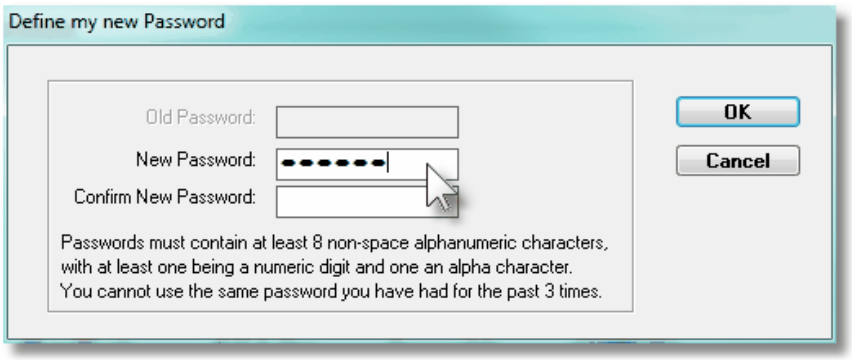
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Defining a New Password

On occasion, you may be required to define a new password. You can have your Systems Manager, or the designated Gate Keeper assign you a new password, or you can do that yourself.

1. From the Main Menu's menu bar, click on **My Own Setup**, and from the drop down menu, click on **Change My Password**. The following screen will be displayed:



2. Enter your old password
3. Enter your new password in both fields presented. There are a few rules about the password you are allowed to use:
   - ✓ The password must contain at least 8 non-space characters
   - ✓ The password must contain at least 1 numeric digit and 1 alpha character
   - ✓ You cannot use the same password that you have used for the last 3 times
   - ✓ The password will time-out after a pre-determined period of time. (As setup by your Systems Manager)
   - ✓ If you fail to enter the password correctly after a number of tries, (as setup by your Systems Manger), you will be disabled from logging in. You will have to contact your System Manager to have your profile re-enabled.

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4. Click **OK** to proceed.

4.2 Series 5 Main Menu

The Series 5 Main Menu screen provides each of the bitmap buttons for each application that has been defined on your system.

Series 5 Main Menu



Launch the A/R application by clicking it's associated graphic.

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Part V

5 Basic Processing Procedures

Throughout the Series 5 system applications, a variety of functions provide standard processing options screens. These are documented in this chapter and it's related sub-topics.

5.1 Background or Night Processing

Many of the Series 5 applications provide the ability to execute a number of their reporting and processing functions in the background as a batch job. You might choose to execute an application as a Batch Job so that your terminal may be free to be used for other activity, or so that a report could be delayed to be executed in the evening when the demands on your computer system are less. In order to process jobs in the background a PC terminal, running Windows, must be dedicated to executing the Batch Job Processor utility.

Some of the features of Batch processing:

- **Jobs may be queued to one of 5 different Job Queues**
- **Jobs may be queued with different Priorities**
- **Jobs may be queued to execute after a specified time of day (for Night Processing)**
- **Jobs may be defined as "Re-Occurring" at a variety of time intervals**
- **A Batch Job Manager can control and/or change individual jobs waiting to be executed**
- **Each Job has a Parameter Control file that can be edited**
- **Each completed Job has an Execute Audit Log file that may be viewed**
- **Multiple Batch Job Processor may execute simultaneously**

The ability to submit jobs to execute in the Background Job Processor is a privilege granted to individual users for each application's menu functions. It is also possible to define the option that a given operation MUST be executed by the Job Processor; and alternatively, that the job must execute after 6:00 PM in the evening.

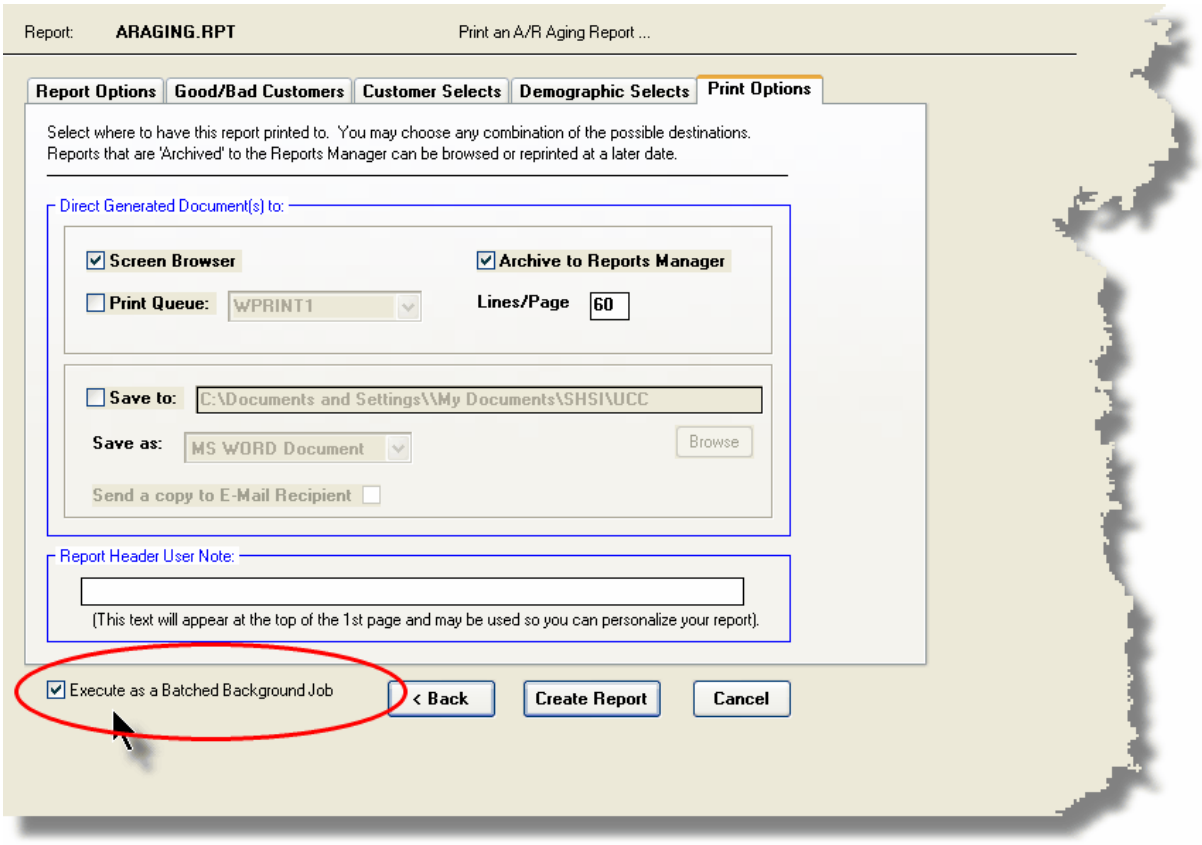
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5.1.1 Selecting Jobs for Background Processing

Only certain jobs have been set up to optionally execute using the Batch Job Processor. These are mainly functions that generate reports, or functions that need to be executed every night, or those functions requiring extensive CPU processing.

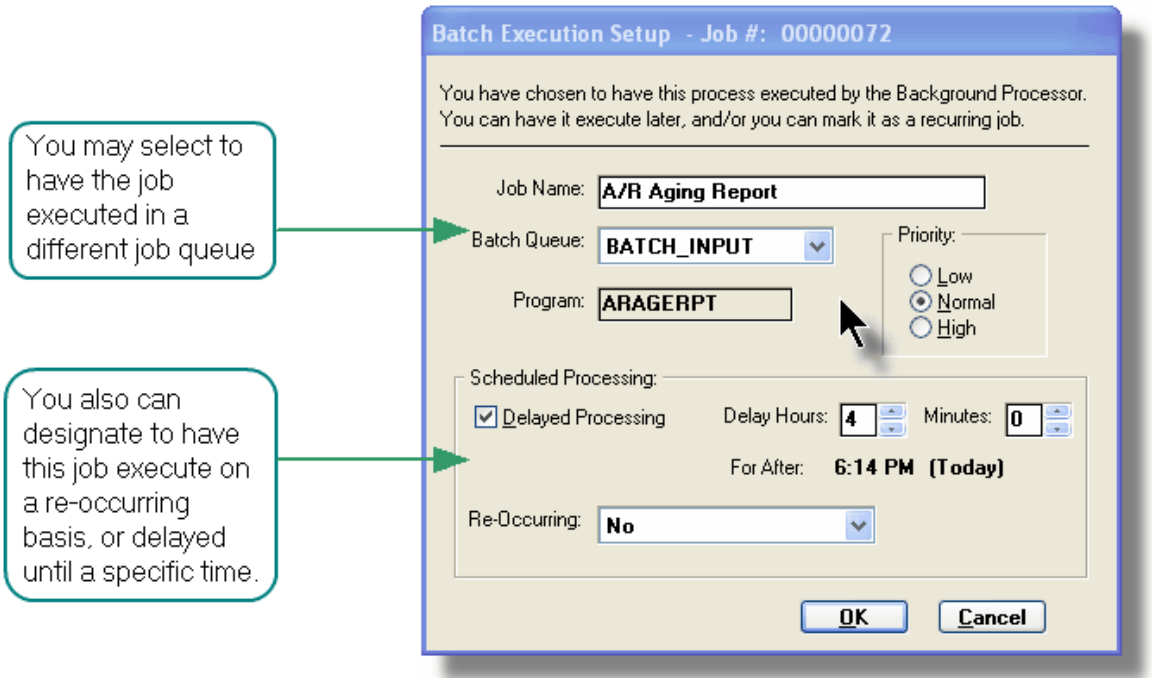
> **Processing Note**
>
> Batch Processing is a feature that carried over from the days when processors were relatively slow compared to today. As such, only a limited number of functions have been set up to execute in this manner. If there are any functions that you feel should be revised to execute in the Batch, please make your request to the development team at Sentinel Hill Software Inc.

If an application has been set up for Batch Processing, then typically on the last screen used to enter processing options, there will be a prompt at the bottom. Set the check box if you wish to execute the job in Batch. *If the user's access for the given menu item is set such that the job must be executed as a batch job, the check-box will be set, and disabled.*



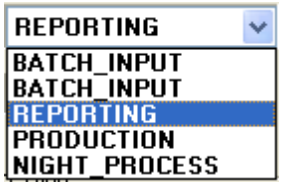
If you set the **Execute as Batched Background Job** check-box, the following options screen is displayed:

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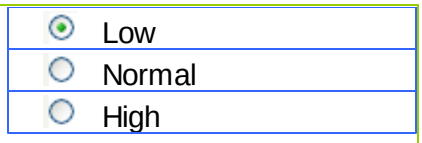
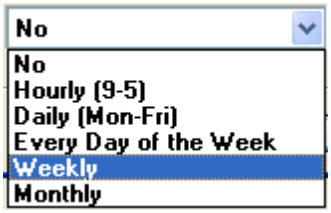


Once the **OK** push button is clicked, then the job will be submitted to the Job Batch Queue to wait for it's time to be executed. In the meantime, you may continue with other functions, or exit the Series 5 application totally. Notice that every job is assigned a unique number. This may be used to track the job using the Batch Job Manager.

Batch Execute Setup Field Definitions

Job Name	***X(30)***
By default, is the name of the Report or Operation. The job may easily be tracked by the Batch Job Manager using this name.	
Batch Queue	***drop-list***
The system provides pre-defined Batch Queue names. Each job may be dispatched to a particular queue to be processed. Your System's Manager may have defined multiple queues, each with different execute priorities, or on different processors.	
Program	
This field defines the name of the Series 5 program this is executed. It may not be changed.	
Priority	***radio-buttons***

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The priority will determine how quickly the batch request is executed. The default setting is determined from the User's access properties for the given application.	
Delayed Processing	***check-box***
Should you wish to have this job execute at some designated time of the day, set this check-box. You will then be able to set the Delay Hours and Minutes. The delay will default such that the job would executed after 6:00 pm today.	
Re-Occurring	***drop-list***
When a job is initially queued, you may set this option to have it automatically re-occur at one of the defined intervals. After it eventually executes, it will automatically re-queue itself to execute. Note that any date parameters or filters associated to the application, will automatically be updated based on the given interval chosen.	

5.1.2 Batch Job Management

The Batch Job Manager is available to each of the Series 5 applications. Whenever an application's function is queued to be executed by the Batch processor, an entry is recorded in the Batch Job file. The Batch Manager allows you to view the status of the job, put it on Hold, have it re-queued, or even delete it.

Accessing the A/R Batch Job Manager

From either the A/R Main menu, or any application, select **Batch Job Processing** from the **File** drop-down menu.

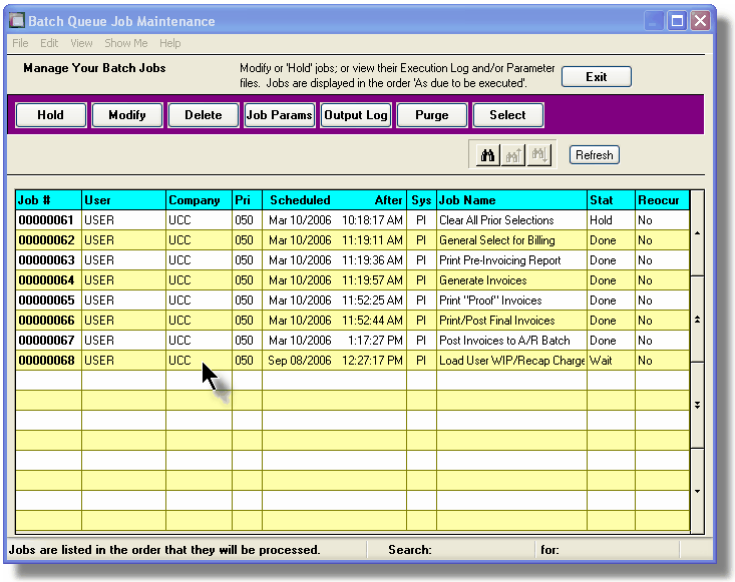
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Batch Job Queue Manager Grid Screen

Maintenance and monitoring of the Batch Jobs is done with a Series 5 grid screen.

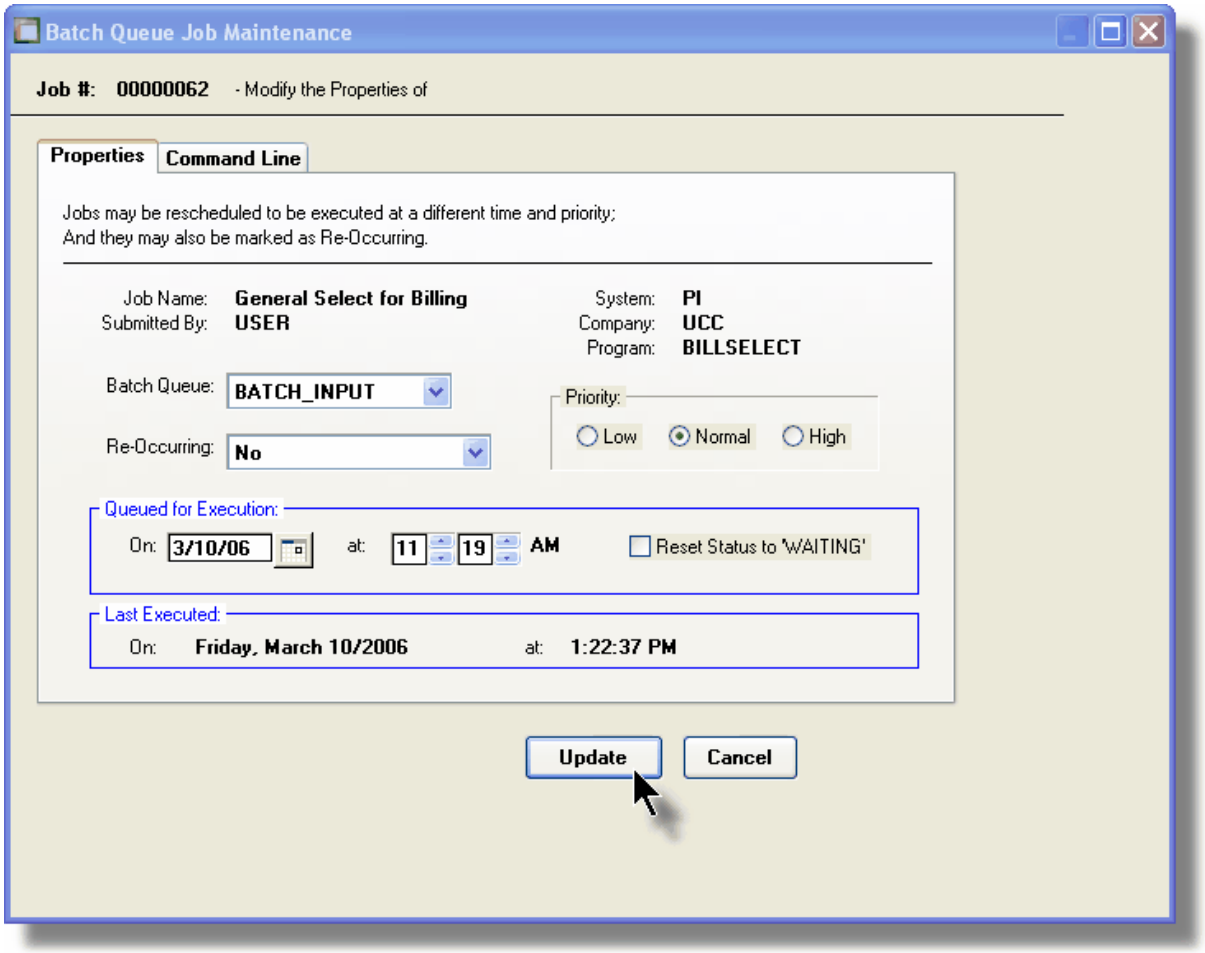


"Fast Buttons"	
Hold	Put a Hold on the the selected Job
Modify	Modify the properties of the selected job
Delete	Delete the selected Job
Job Params	Display and edit the Job's execution parameters with Notepad
Output Log	View the output log generated when the selected job was executed.
Purge	Have those jobs satisfying a number of filters deleted from the system
Select	Set filters for the items that are displayed in the grid

Modifying a Job in the Batch Queue

1. In the grid, navigate to the row listing the job that is to be modified.
2. Double-click the row, or right-click the row to have a drop-down menu displayed, then click **Modify**, ... or just click on the **Modify** button in the "Fast Button" frame. The Job's properties screen will be displayed.

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3. Edit any given field as required. Note in particular, that if a job has been placed on "Hold", or if it has completed, you can click on the Reset Status to "WAITING" check box, and the job will be executed at the next opportunity after the specified execution time.

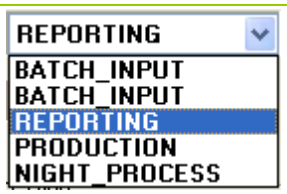
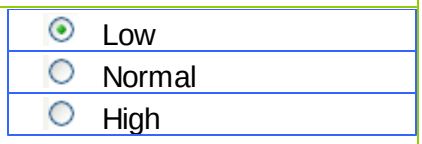
4. You can also view and edit the system command line that is used to launch the particular job. This is the shell or Command Prompt command that is issued. **YOU SHOULD NOT NORMALLY EVER NEED TO EDIT THIS COMMAND LINE.**

5. Click the **Update** push button at the bottom of the screen.

Batch Job Properties Screen Field Definitions

Batch Queue	***drop-list***

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The system provides pre-defined Batch Queue names. Each job may be dispatched to a particular queue to be processed. Your System's Manager may have defined multiple queues, each with different execute priorities, or on different processors.	
Re-Occurring	***drop-list***
A job that has already completed, may be set up to have it automatically re-occur at one of the defined intervals. After it eventually executes, it will automatically re-queue itself to execute. Note that any date parameters or filters associated to the application, will automatically be updated based on the given interval chosen.	
Priority	***radio-buttons***
The priority will determine how quickly the batch request is executed. The default setting is determined from the User's access properties for the given application.	
Queued for Execution - Date and Time	***(mm/dd/yy)***
You can set to have this job execute at some designated time of a particular date.	
Reset Status to "WAITING"	***check-box***
If a job has completed, or if it has been placed "On-Hold", then you can reactivate it and have it execute again. *(Depending on the function, you may have to re-edit the Job Parameters to set up correct dates of report options)*.	

Grid Display Search options

You may search for specific records displayed in the grid using a number of relevant fields.

Click on the  Search icon.
A search string may be entered for the following fields:

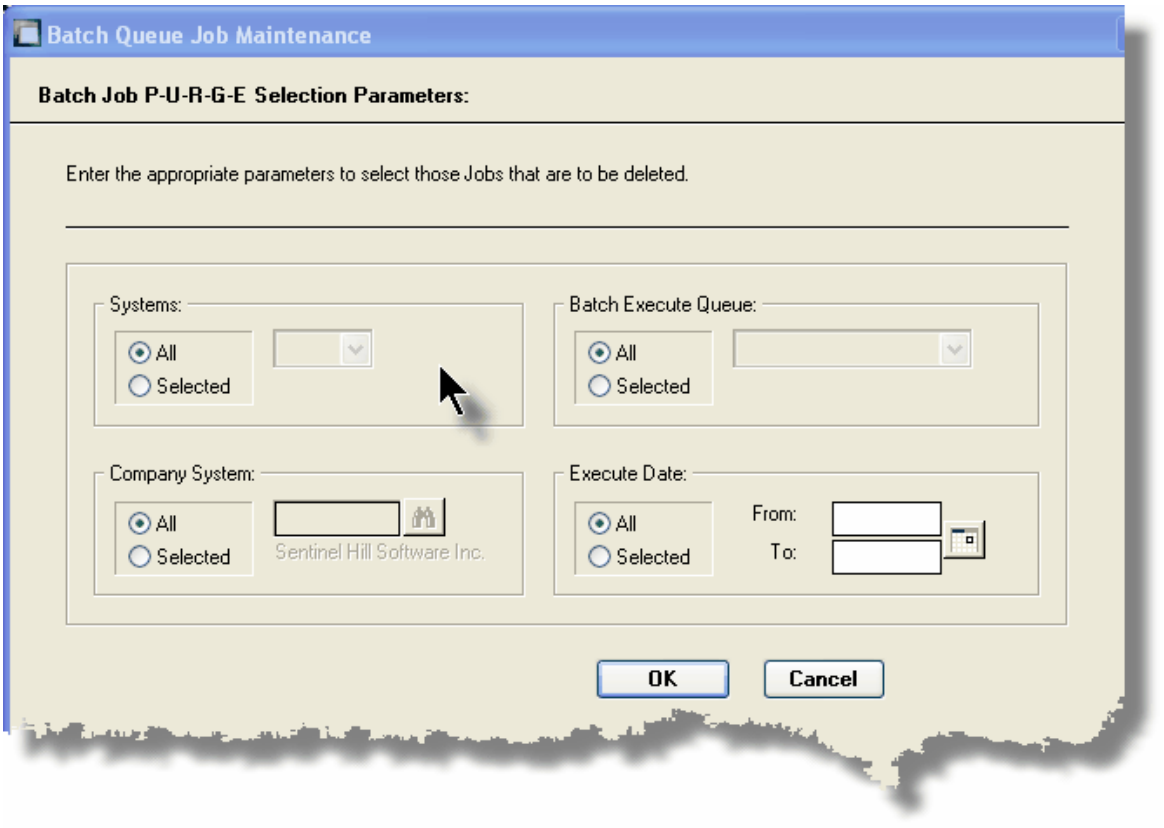
- Job Name
- Job Number

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Grid Display and Purge Filters Screen

If your company makes use of Batched Jobs, over a period of time you may have a great number of Job History records. You can limit the number of items that are displayed in the grid. The same filter fields are also available to the Purge function.

1. Click on **Selections** in the "Fast Button" frame. The Archive Report selection filters screen will be displayed.



2. Set the applicable filters
3. Click the **OK** push-button. The grid will be redisplayed showing only those reports satisfying the selected filters.

Filters Screen Field Definitions

Systems	**radio-buttons & drop down list**
Click the **All** button, or the **Selected** button with a specific application from the drop down list. Only those jobs generated from the selected system will be listed.	

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Company System	radio-buttons & drop down list
Click the **All** button, or the **Selected** button with a specific Company for which job records are to displayed or processed.	
Batch Execute Queue	**radio-buttons & drop down list**
Click the **All** button, or the **Selected** button with a specific Batch Queue. Only those jobs generated and processed by by the selected queue will be listed.	
Execute Date	**radio-buttons & (mm/dd/yy) entry fields**
Click the **All** button, or the **Selected** button with a date range. Only those jobs that executed within the range of dates entered will be listed.	

Putting a Job "On-Hold"

If a job has not yet executed, and for whatever reason, you want to put it on hold, you can do so. (Perhaps to change a parameter or priority).

1. In the grid, navigate to the row listing the Job to be put on-hold.
2. Right-click the row to have a drop-down menu displayed, then click **Hold**, ... or just click on the **Hold** button in the "Fast Button" frame.
3. A hold verification screen will be displayed. Click the **Put On Hold** button to proceed.
4. The Job's status will be set accordingly.
5. To re-activate the Job, you will have Modify it, and click the **Rest Status to "WAITING"** check-box.

Purging old "Completed" Job Control Records

Over a period of time, your users may have generated a great number of Job records. If you wish, you may delete them to reduce the overhead, make available more disk space, or just to get rid of them.

1. Click on the **Purge** button in the "Fast Button" frame.
2. The Purge options screen will be displayed. (This is the same screen as used for the Grid Display filters).
3. Click the **OK** push-button. The system will remove all those jobs satisfying the selected filters.

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5.1.3 The Batch Job Processor

In order to process any Accounts Receivable function jobs that might have been queued to be run in the background, or at night, a PC terminal running Windows must be dedicated to executing the Batch Job Processor utility. This is basically another Series 5 program that gets launched from the Batch Job Management function.

Some of the features of Batch Processor Utility:

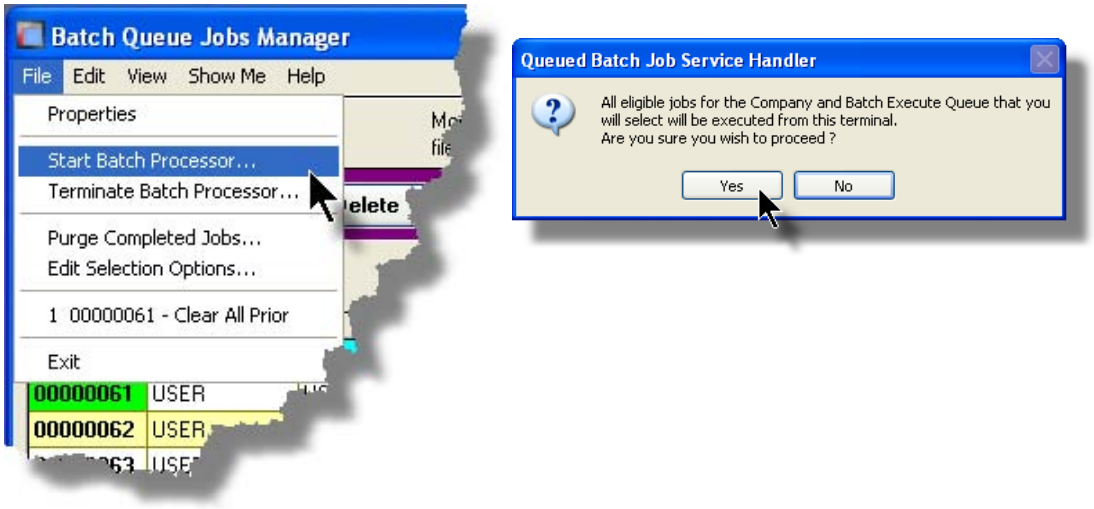
- **The Processor Utility is launched from the File drop-down menu from the Batch Job Manager**
- **Multiple instances of the Processor Utility may execute at the same time on different client terminals**
- **Each Processor Utility may be set up to service jobs sent to a particular Batch Execute Queue**
- **Each Processor Utility may be set up to service jobs generated for a particular Company Systems**
- **Each Processor Utility may be set up to service jobs generated for a particular application**
- **An Execution Log screen is available that displays the last 10 jobs that have executed**
- **The window within which the Job Processor executes can be toggled between two sizes. In Expanded mode it shows the details and log of executing jobs; In Brief mode, it just shows a small general status screen**

Launching the Series 5 Batch Job Processor Utility

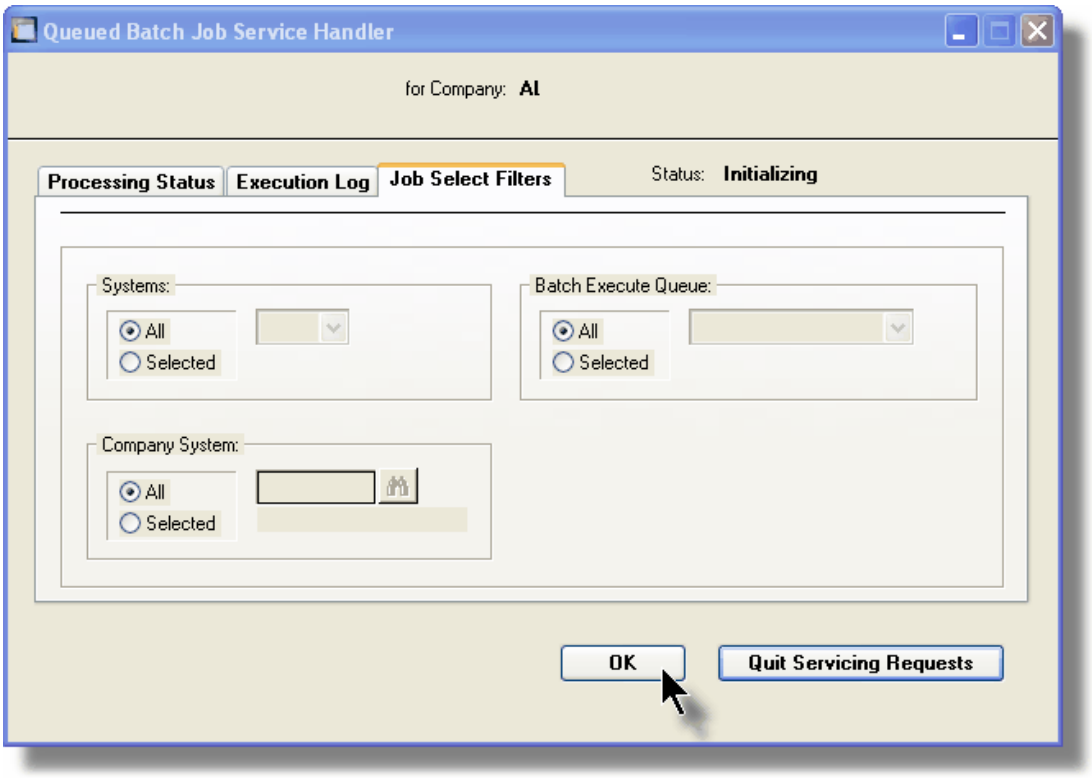
From the Batch Job Manager screen:

1. Click on **Start Batch Processor** from the **File** drop-down menu. A prompt will be displayed confirming the launch of the Job Processor.

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2. Click the **Yes** button, then the Job Service Handler screen will be displayed and you will be able to set a number of filters that are used to select particular jobs that are to be accepted. *(By default All jobs will be processed).*



3. Click **OK** and the Job Processor will trundle off and wait for a job that it can execute.

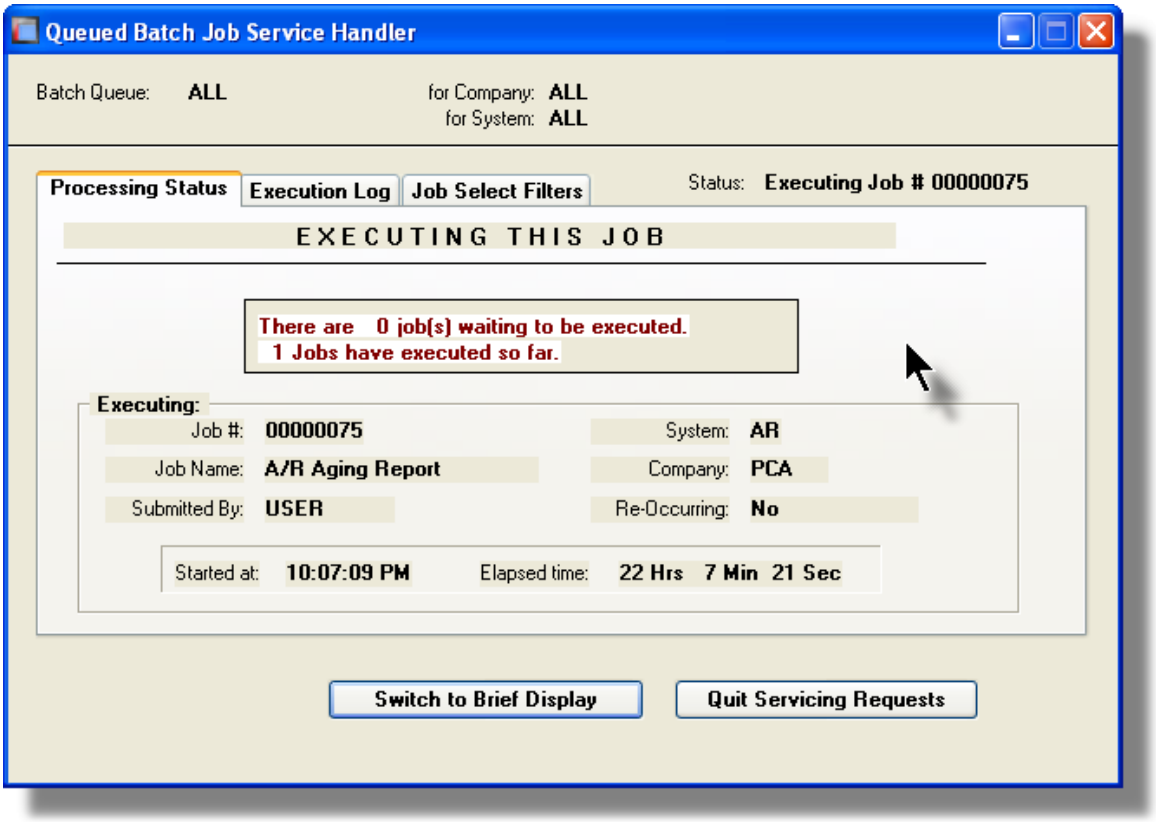
Processing Note

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The Batch Job Processor, when launched, is executed as an entirely new task in it's own window. You can switch back to the Batch Job Manager window, exit that, and do whatever you please without disturbing the Job Processor.

Processing Status Tab Screen

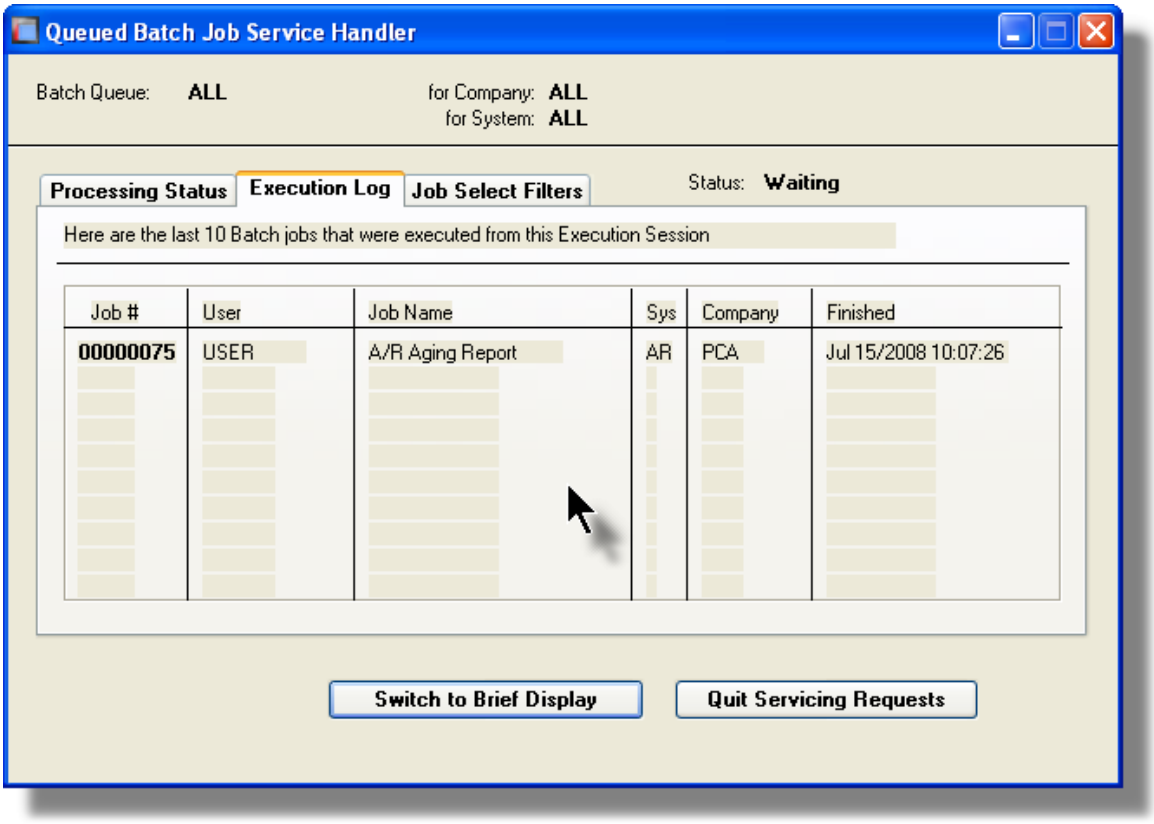
As jobs are executing, you can view their status on the Processing Status tab screen. It displays the jobs that is currently executing, or the last job that was executed.



Execution Log Tab Screen

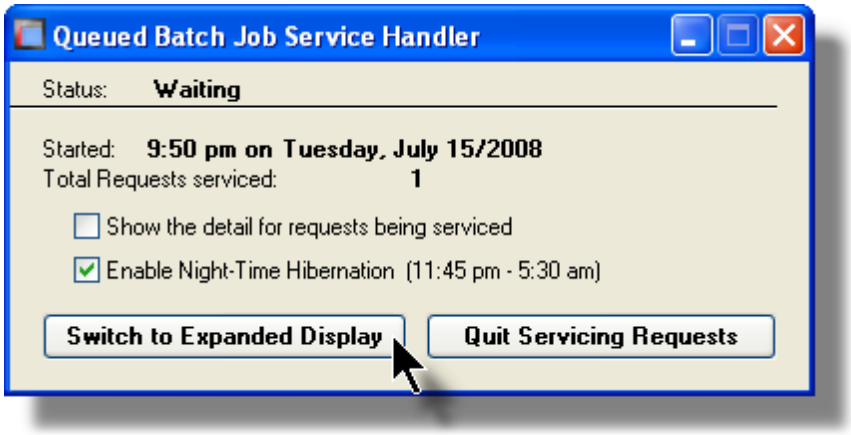
A table is kept displaying the last ten jobs that have executed since the Job Processor has started.

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Job Processor "Brief" Window

If you are not interested in view the progress of the batched jobs, you can switch the window to a "Brief" display. From which you can switch back to an "Expanded" display.



Job Select Filters Screen Field Definitions

Systems	**radio-buttons & drop down list**

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Click the **All** button, or the **Selected** button with a specific application from the drop down list. Only those jobs generated from the selected system will be executed.	
Company System	**radio-buttons & drop down list**
Click the **All** button, or the **Selected** button with a specific Company for which job records are to be executed.	
Batch Execute Queue	**radio-buttons & drop down list**
Click the **All** button, or the **Selected** button with a specific Batch Queue. Only those jobs submitted to the selected queue will be executed.	

5.2 Data Importing and Exporting

In several Series 5 applications, the ability to import or export data from/to external sources has been implemented. There are standard import/export data screens that are displayed.

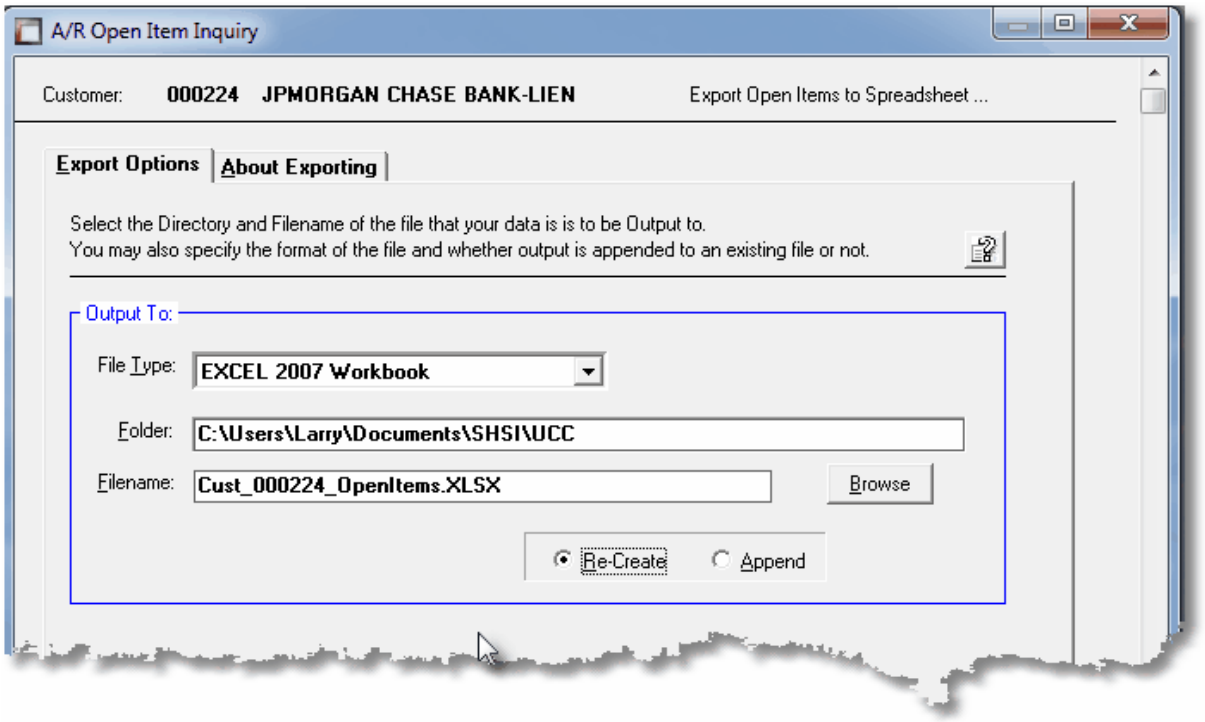
A number of different data formats are supported. These include:

- **MS Excel Workbooks**
- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

5.2.1 Data Export Functions

Many of the Inquiry and assorted master Code Maintenance menu items offer the ability to export data.
When selected, the following options screen is presented:

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Selecting Export Format Options

Normally, the Export Options screen will be presented with all fields defaulted for the particular application and function. However, you may want to revise the format of the output data and where it is to be generated. The following steps may be taken:

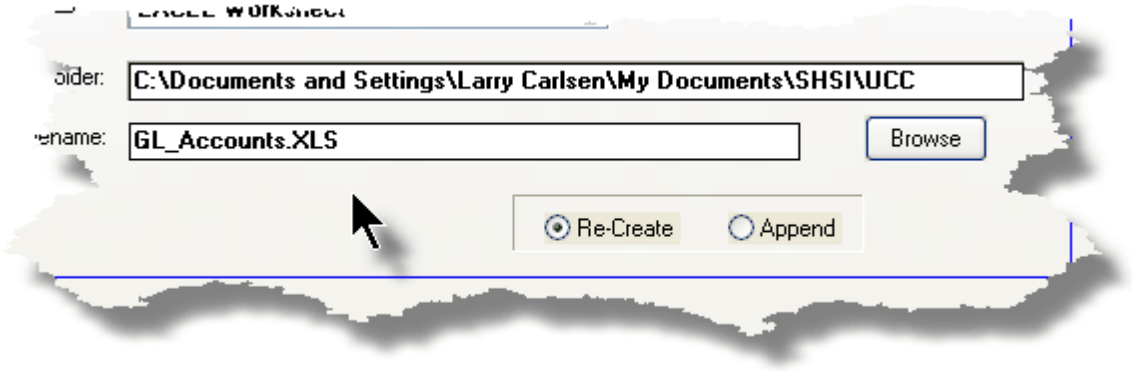
1. Determine the format of the data to be output. From the drop down list select from the following:

Data Input Format	***Comments***
➟ **EXCEL 2007/2010 Workbook**	An Office 2007 or 2010 MS Excel workbook is opened, and data is output directly to the 1st worksheet's designated rows and columns. A maximum of 950,000 rows may be output to each sheet.
➟ **EXCEL 97-2003 Workbook**	An Office 2003, or earlier, MS Excel workbook is opened, and data is output directly to the 1st worksheet's designated rows and columns. A maximum of 65,530 rows may be output.
➟ **Tab Delimited Text**	The output columns of data are separated with the <tab> character. A maximum of 65,530 rows may be output.
➟ **CSV Comma Delimited Text**	The columns of data are output separated with a comma <,> character. Strings are output within the

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	double quote, <">, character. A maximum of 99,999 rows may be processed.
➟ **20/20 Text**	Formatted for an older spreadsheet utility.
➟ **Lotus Text**	The columns of data must be comma separated with quotation marks around each field.
➟ **Slash Delimited Text**	The columns of data must be separated with the "\" character.

2. You may then select the folder to which the file is created and the name of the file. You can click the Browse push button to locate or change the location.



Thin Client Processing Tip

If executing as a Thin Client user you should select output as Tab Delimited Text. Over a slow network, output to an Excel Spreadsheet is disgustingly slow. If you want the output to be on your PC, then make sure that the "Thin Client" Unix Home Page in your User Logon Profile contains a path on the UNIX server. (Files are actually 1st created on the UNIX server, then copied to the PC client).

Field Definitions

File Type: ***drop-down list***

Select the file type that is to be generated. This field will default to the type that is defined in the Series 5 User Logon Profile. *(Note that if the the particular import/export function requires a specific format other that an Excel Spreadsheet, the default from the User Logon Profile is not set as the default).*

Folder: ***X(90)***

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Enter the name of the directory folder to which the exported data is to be written to. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click the Browse button to select a different folder.

You may click on the **Browse** button to locate the desired directory. Only those folders which are descendants of the root directory, of that which is defined by the Folder field, can be displayed. So if you wish to choose a folder on your "C" drive, enter **C:** in the Folder field before clicking the "Browse" button. Setting the Folder field blank, or to a path that does not have a drive letter designation, would result in only being able to browse descendants of the user's default working directory.

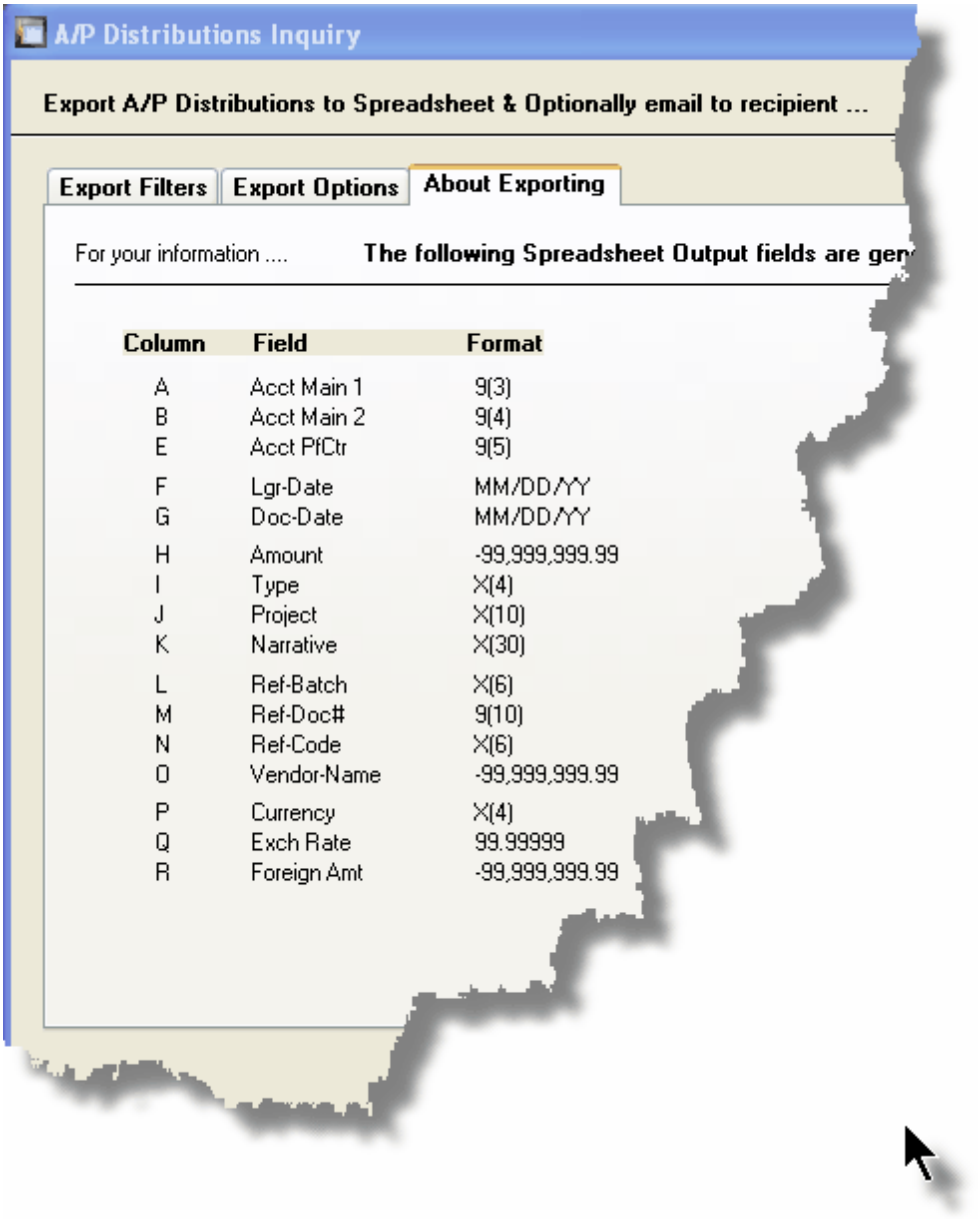
Filename: ***X(50)***

The filename will default to a name applicable to the type of data. You may change if you so desired.

About Exporting Tab Screen

Along with the Export Options tab screen there will be an About Exporting tab screen. This provides the operator with information about which fields are output to which columns, (assuming MS Excel output).

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The codes displayed under the Format column indicated the type and size of the data. Here are some examples:

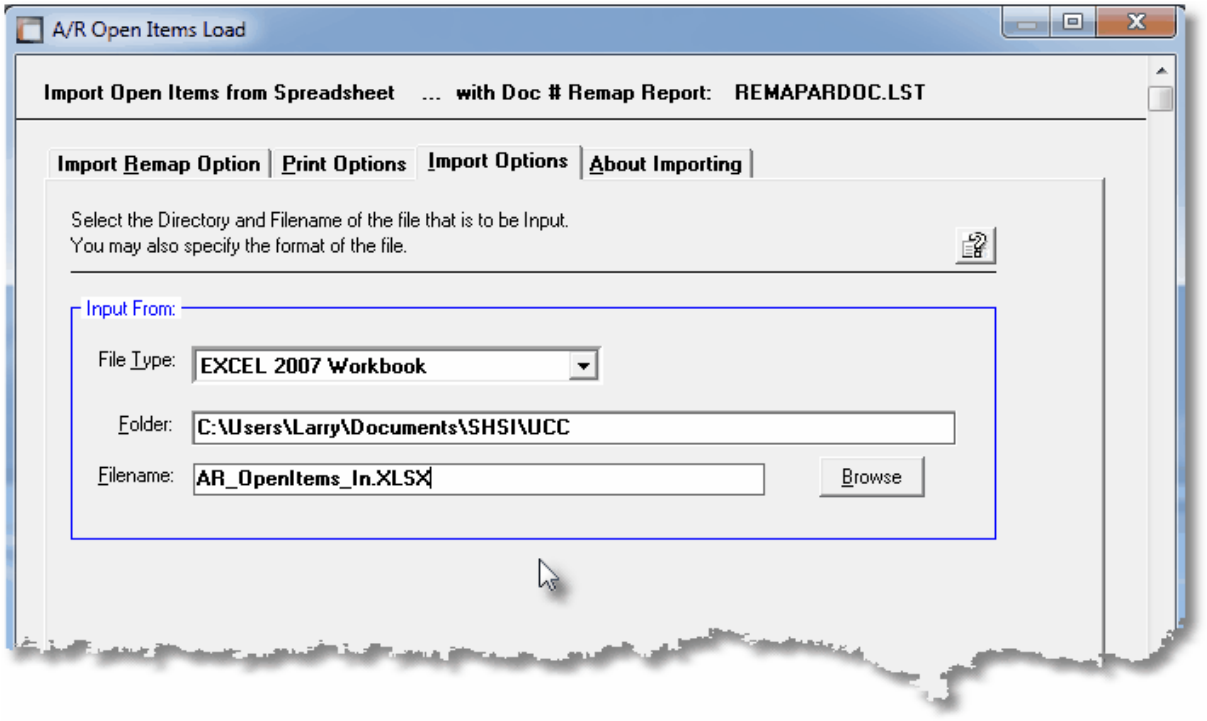
Data Format	*Comments*
➟ **X(30)**	30 character alphanumeric
➟ **9(6)**	6 digit numeric integer
➟ **MM/DD/YY**	6 digit date in mm/dd/yy order
➟ **-9,999,999.99**	signed numeric amount with 2 decimal places

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➟ **9(8)-9(5)**	G/L Account # 999999999999999999-99999
➟ **S9(9)**	signed 9 digit integer

5.2.2 Data Import Functions

Many of the Inquiry and assorted master Code Maintenance menu items offer the ability to import data.
When selected, the following options screen is presented:



Selecting Import Format Options

Normally, the Import Options screen will be presented with all fields defaulted for the particular application and function. However, you may want to revise the format of the input data and where it is to be loaded from. The following steps may be taken:

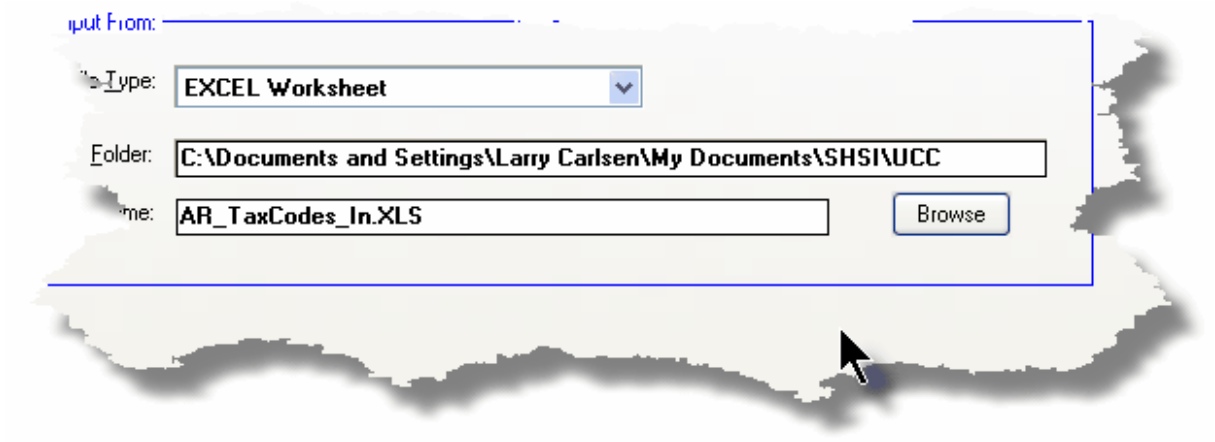
1. Determine the format of the data to be input. From the drop down list select from the following:

Data Input Format	***Comments***
➟ **EXCEL 2007/2010 Workbook**	An Office 2007 or 2010 MS Excel workbook is opened, and data is read directly from the 1st worksheet's

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	designated rows and columns. A maximum of 950,000 rows may be processed.
➟ **EXCEL 97-2003 Workbook**	An Office 2003, or earlier, MS Excel workbook is opened, and data is read directly from the 1st worksheet's designated rows and columns. A maximum of 65,530 rows may be processed.
➟ **Tab Delimited Text**	The input columns of data must be separated with the <tab> character. A maximum of 65,530 rows may be processed.
➟ **CSV Comma Delimited Text**	The columns of data must be separated with a comma <,> character. Strings must begin and end with the double quote, <">, character. A maximum of 99,999 rows may be processed.
➟ **20/20 Text**	Formatted for an older spreadsheet utility.
➟ **Lotus Text**	The columns of data must be comma separated with quotation marks around each field.
➟ **Slash Delimited Text**	The columns of data must be separated with the "\" character.

2. You may then select the folder from which the file is to be loaded from and the name of the file. You can click the Browse push button to locate or change the location.



Thin Client Processing Tip

If executing as a Thin Client user you will appreciate considerably faster processing of large data files when you process input as Tab Delimited Text. Over a slow network, input to an Excel Spreadsheet is disgustingly slow. If loading the input from your PC, then make sure that the "Thin Client" Unix Home Page in your User Logon Profile contains a path on the UNIX server. (Files are actually 1st copied to the UNIX server, then read

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into the system).

Field Definitions

File Type: ***drop-down list***

Select the type of data that is to be loaded. This field will default to the type that is defined in the Series 5 User Logon Profile. *(Note that if the the particular import/export function requires a specific format other that an Excel Spreadsheet, the default from the User Logon Profile is not set as the default).*

Folder: ***X(90)***

Enter the name of the directory folder from which the imported data is to be read from. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click the Browse button to select a different folder.

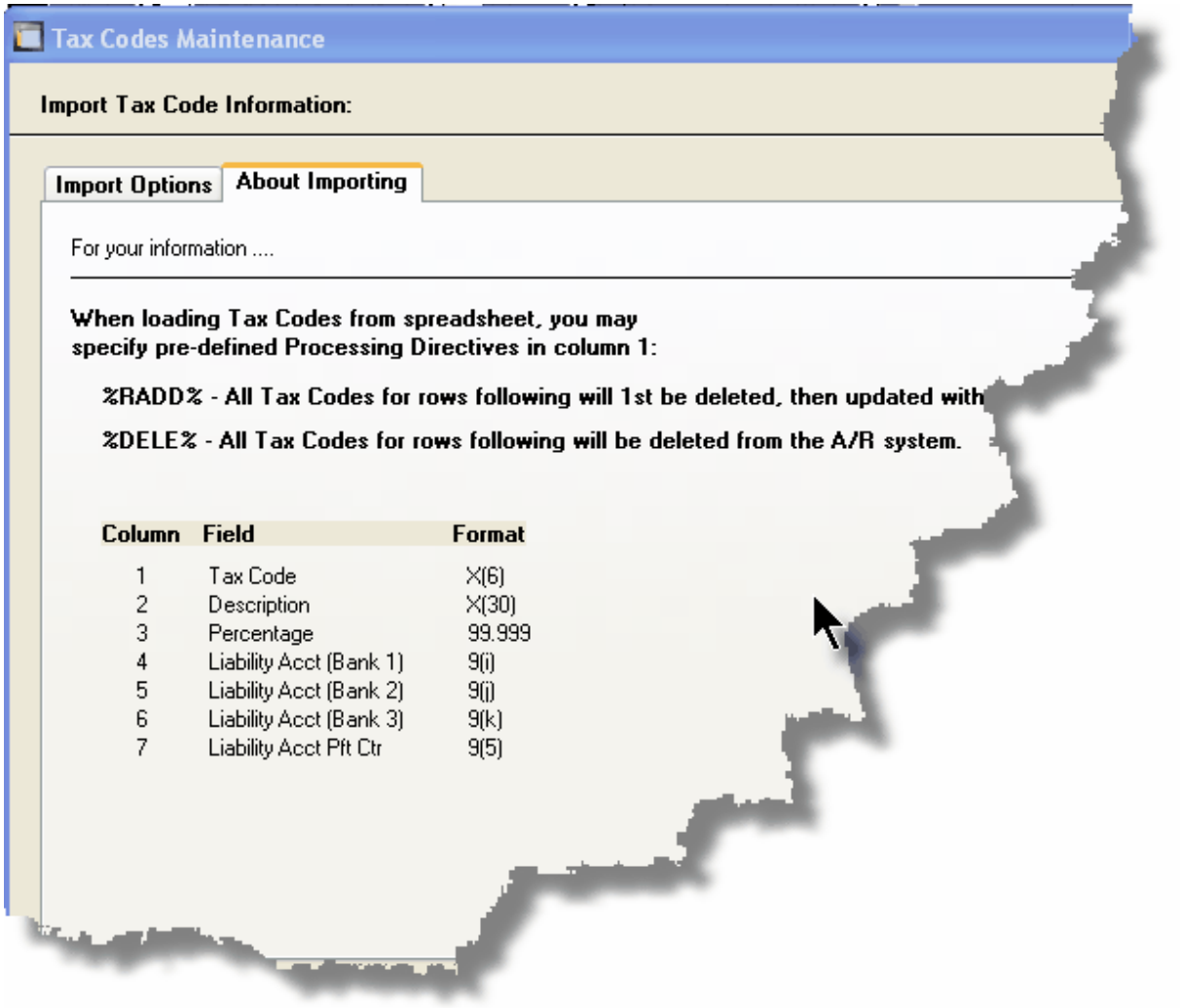
Filename: ***X(50)***

The filename will default to a name applicable to the type of data. You may change if you so desired.

About Importing Tab Screen

Along with the Export Options tab screen there will be an About Exporting tab screen. This provides the operator with information about which fields are output to which columns, (assuming MS Excel output).

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The codes displayed under the Format column indicated the type and size of the data. Here are some examples:

Data Format	***Comments***
➟ **X(30)**	30 character alphanumeric
➟ **9(6)**	6 digit numeric integer
➟ **MM/DD/YY**	6 digit date in mm/dd/yy order
➟ **-9,999,999.99**	signed numeric amount with 2 decimal places
➟ **9(8)-9(5)**	G/L Account # 99999999999999999-99999
➟ **S9(9)**	signed 9 digit integer

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In some of the import functions, you can specify a Processing Directive in column 1 of your input data file. These are basically commands that direct the system to process the rows of data following in a special way. These commands are typically only provided for the input of Master Code records.

Pseudo Command	*Comments*
➟ **%RADD%**	If the data record being input is already defined on file, it is 1st deleted. Then a new record is written with the data loaded. (In some cases, the record being written may have other fields that would be initialized when the new record is written.
➟ **%DELE%**	Once a Master Code is identified, the associated record on file is deleted. No data is subsequently input.

5.3 Record Processing Filters

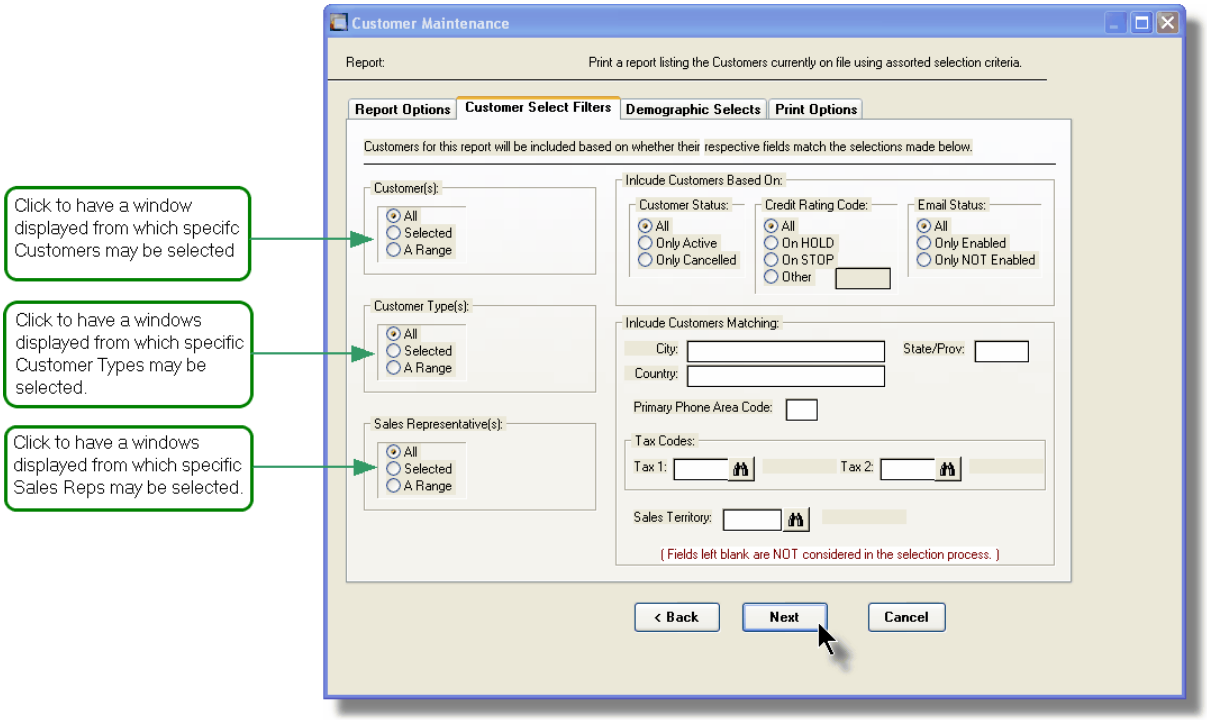
In each Series 5 application, there is normally a primary Master Code or Transaction that is typical to most reporting and query activities. As such, in these functions, there is usually a screen that displays a number of fields associated to the Master Code or Transaction that may be set in order to limit the records or transactions being processed.

These filtering or selection screens provide the ability to select all codes, ranges of codes, or selected codes of the assorted Master Codes.

5.3.1 Customer Filters

Most reporting and inquiry functions available in the Accounts Receivable application, are based on the A/R Customer Master record. These routines provide the operator an opportunity to set filters such that only selected customer are reported or inquired. The following screen is presented where applicable:

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In particular, for Customers, Customer Types and Sales Reps, you may choose to provide filters for Selected Codes or a Range of Codes. If the **A Range** radio button is clicked, then enter the starting and ending codes for the range of items that are wanted on the report. It the **Selected** radio button is clicked, then a window will be displayed from which you can select codes that are to be reported.

Field Definitions

Customer(s)	***radio-buttons***

Click to include all, selected or a range of Customers that are to be processed.

All	All Customers are considered
Selected	A window is displayed from which specific items may be chosen
A Range	Specify a Starting and Ending Customer Code for a range of items to be processed

Customer Type(s)	***radio-buttons***

To consider only those Customers that have been assigned as being a particular Customer Type, click to include all, a selected or a range of Types.

All	All Customers are considered regardless of Type
Selected	A window is displayed from which specific items may be chosen

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A Range	Specify a Starting and Ending Customer Type for a range of items to be processed

Sales Representative(s) ***radio-buttons***

To consider only those Customers that have been assigned to particular Sales Representatives, click to include all, a selected or a range of Sales Reps.

All	All Customers are considered regardless of Sales Rep
Selected	A window is displayed from which specific items may be chosen
A Range	Specify a Starting and Ending Sales Rep Code for a range of items to be processed

Customer Status ***radio-buttons***

To consider only those Customers that have been flagged as having a given Status, click the appropriate radio button.

All	All Customers are considered regardless of status
Only Active	Only those Customers whose status is Active.
Only Canceled	Only those Customers marked as being Canceled will be processed.

Credit Rating Code ***radio-buttons***

Each Customer may have a Credit Rating status assigned to them. Consider only those Customers with the status as clicked.

All	All Customers are considered regardless of Rating
Different Name	Only those Customers whose Remit-To Company Name is different from it's own name will be processed.
Different Address	Only those Customers whose Remit-To address is different from it's own address will be processed.
Either	Only those Customers whose Remit-To name or address is different from it's own l be processed

Email-Status ***radio-buttons***

To consider only those Customers that have or have not been enabled to have their Customer Statements emailed to them.

All	All Customer are considered regardless of status
Only Enabled	Only Customers enabled for emailed statements are processed
Only NOT Enabled	Only Customers NOT enabled for emailed statements are processed

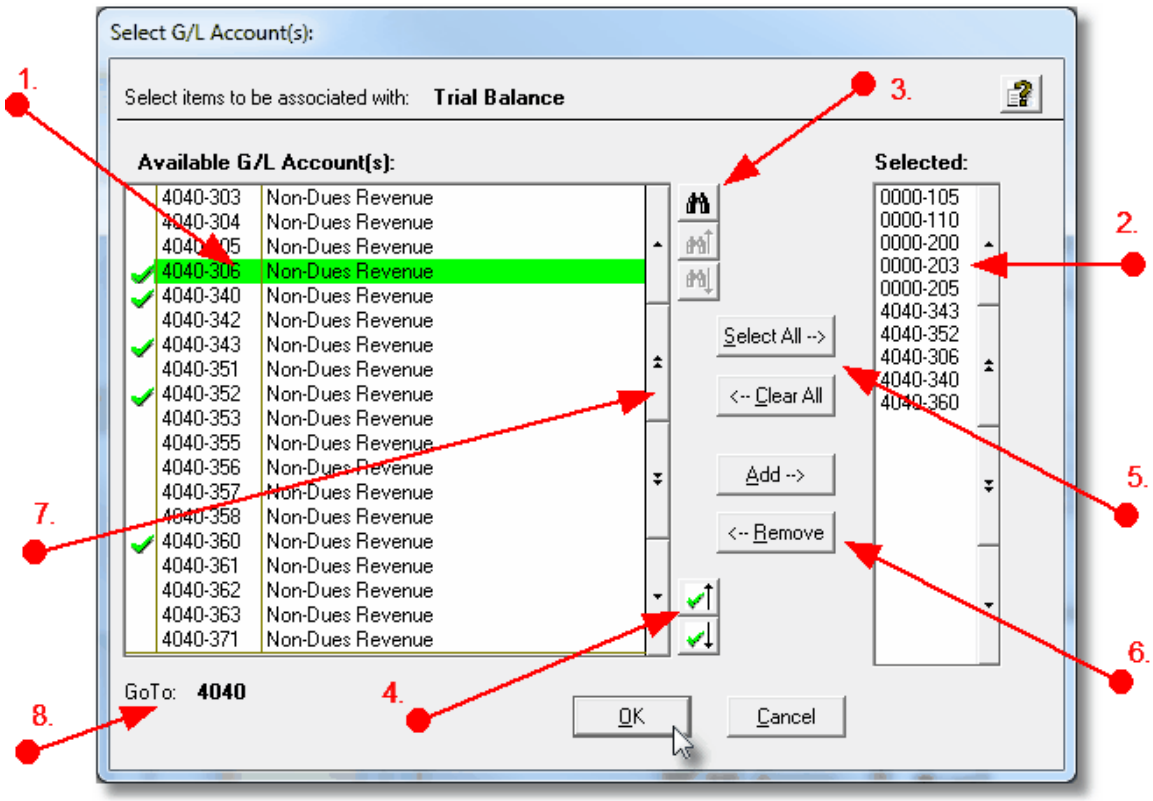
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with Matching - City	***X(25)***
Select only those customers whose City matches that entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Country	***X(20)***
Select only those customers whose Country matches that entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - State/Province	***X(5)***
Select only those customers whose State or Province matches that entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Primary Phone Area Code	***9(3)***
Customers have phone numbers. Select only those customers whose Area Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Tax Code 1	***X(6)***
Customers are assigned a primary Tax Code. Select only those customers whose Tax Code 1 matches that entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Tax Code 2	***X(6)***
Customers are assigned a secondary Tax Code. Select only those customers whose Tax Code 2 matches that entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Sales Territory	***X(5)***
Customers may be assigned to a particular Territory. Select only those customers whose Territory Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.	

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Selecting Specific Customers, Customer Types or Sale Reps for Reporting

If you clicked to have **Selected** Customers, Customer Types, or Sales Reps from the **Customer Select Filters** screen, then a window, similar to the one that follows, is displayed. From the grid display on the left, double-click the items that are to be included in the report, or query.



1. Double click an item in the left pane to have it included.
2. The codes of those Items that have been chosen are displayed in the right pane.
3. Search for a particular code by clicking on the binoculars icon.
4. Click on the push button icons to position to the previous or next item, in the left pane, that has already been selected.
5. Click to have "ALL" items selected or unselected.
6. When a particular previously selected item is highlighted in the right pane, click the <-- Remove button to have it unselected.
7. Use the grid navigate buttons to move through the list of possible items.

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8. If you know approximately the code that you wish to select, start typing it. As each character is keyed in, the system will reposition itself to the closest matching item, and redisplay the items in the left pane. As each character is typed, it will be displayed as the GoTo string. To clear the GoTo string, press the <Esc> key on the keyboard.

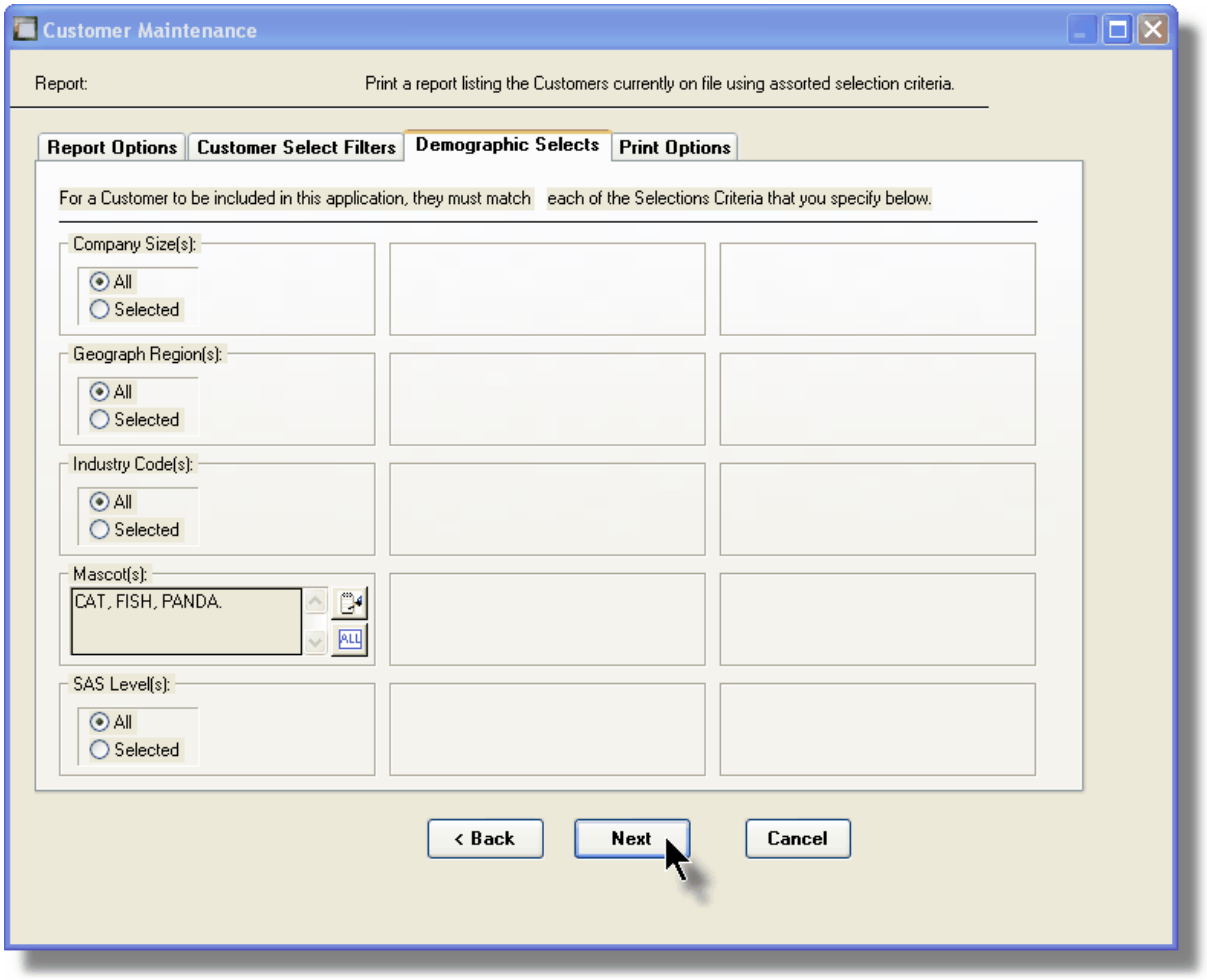
Processing Tip

Selecting specific items in this manner requires more overhead when processing. If possible, you should select a range of items from the filters screen.

5.3.2 Customer Demographics Filters

As well as being able to set filters associated to the Customer Master records, you may also set filters for the Customer Demographic codes that have been assigned to your Customer Master records. These routines provide the operator an opportunity to set filters such that only selected customers, based on whichever Customer Demographics have been assigned to them, are reported or inquired. The following screen is presented where applicable:

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For each Demographic Code, you may choose to provide filters for Selected Codes or a Range of Codes. If the **A Range** radio button is clicked, then enter the starting and ending codes for the range of items that are wanted on the report. It the **Selected** radio button is clicked, then a window will be displayed from which you can select codes that are to be reported.

Point of Interest

Please note that the Demographic Codes are dreamed up by you, the user. The screen here shows some creative, or maybe not so creative, examples.

Field Definitions

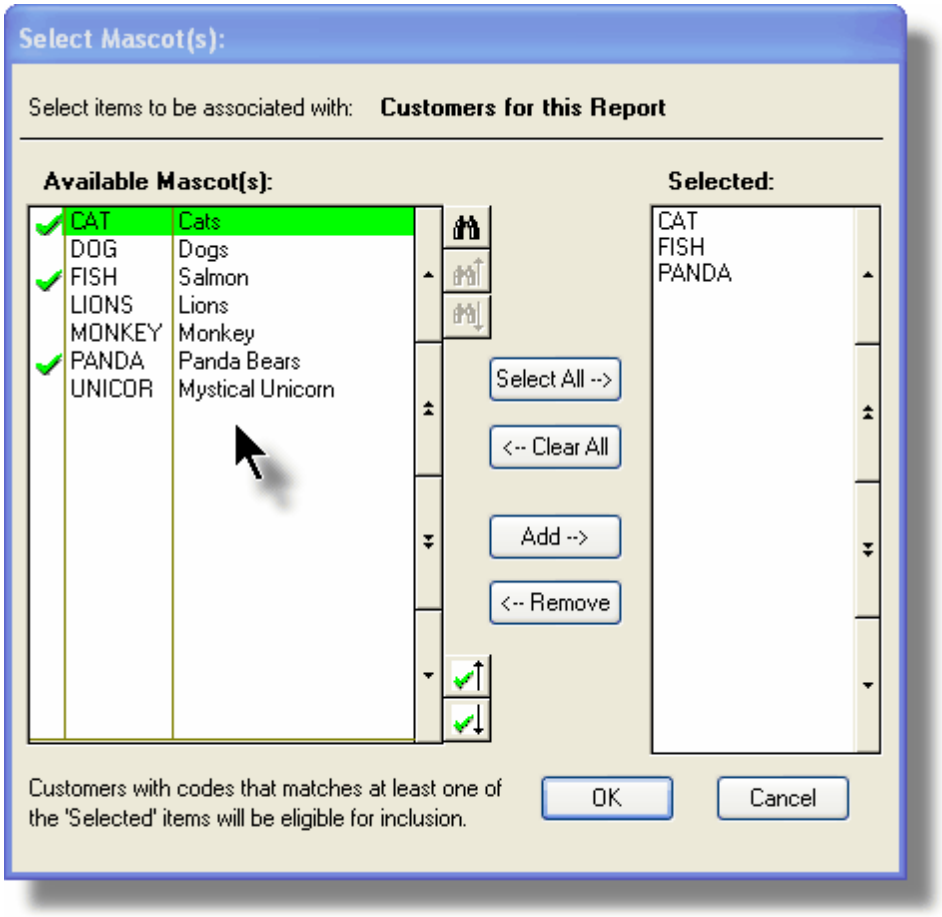
Xxxxxx Code(s)	***radio-buttons***
To consider only those Customers that have been assigned a particular Demographic Code, click to include all, or selected codes.	

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All	All Customers are considered
Selected	A widow is displayed from which specific items may be chosen

Selecting Specific Demographic Codes

If you clicked to have **Selected** a code from the **Demographic Selects** screen, then a window, similar to the one that follows, is displayed. From the grid display on the left, double-click the items that are to be included in the report, or query.



1. Double click an item in the left pane to have it included.
2. The codes of those Items that have been chosen are displayed in the right pane.
3. Search for a particular code by clicking on the  binoculars icon.
4. Click on the  push button icons to position to the previous or next item, in the left

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pane, that has already been selected.

5. Click to have "ALL" items selected or unselected.
6. When a particular previously selected item is highlighted in the right pane, click the 

button to have it unselected.
7. Use the grid navigate buttons to move through the list of possible items.

> **Processing Tip**
>
> Selecting specific items in this manner requires more overhead when processing. If possible, you should select a range of items from the filters screen.

5.4 Report Generation and Printing

Most of the Series 5 applications generate reports or forms that need to be printed. The system offers a variety of options for selecting the format in which reports are generated and how they are actually to be printed. Reports may be generated as follows:

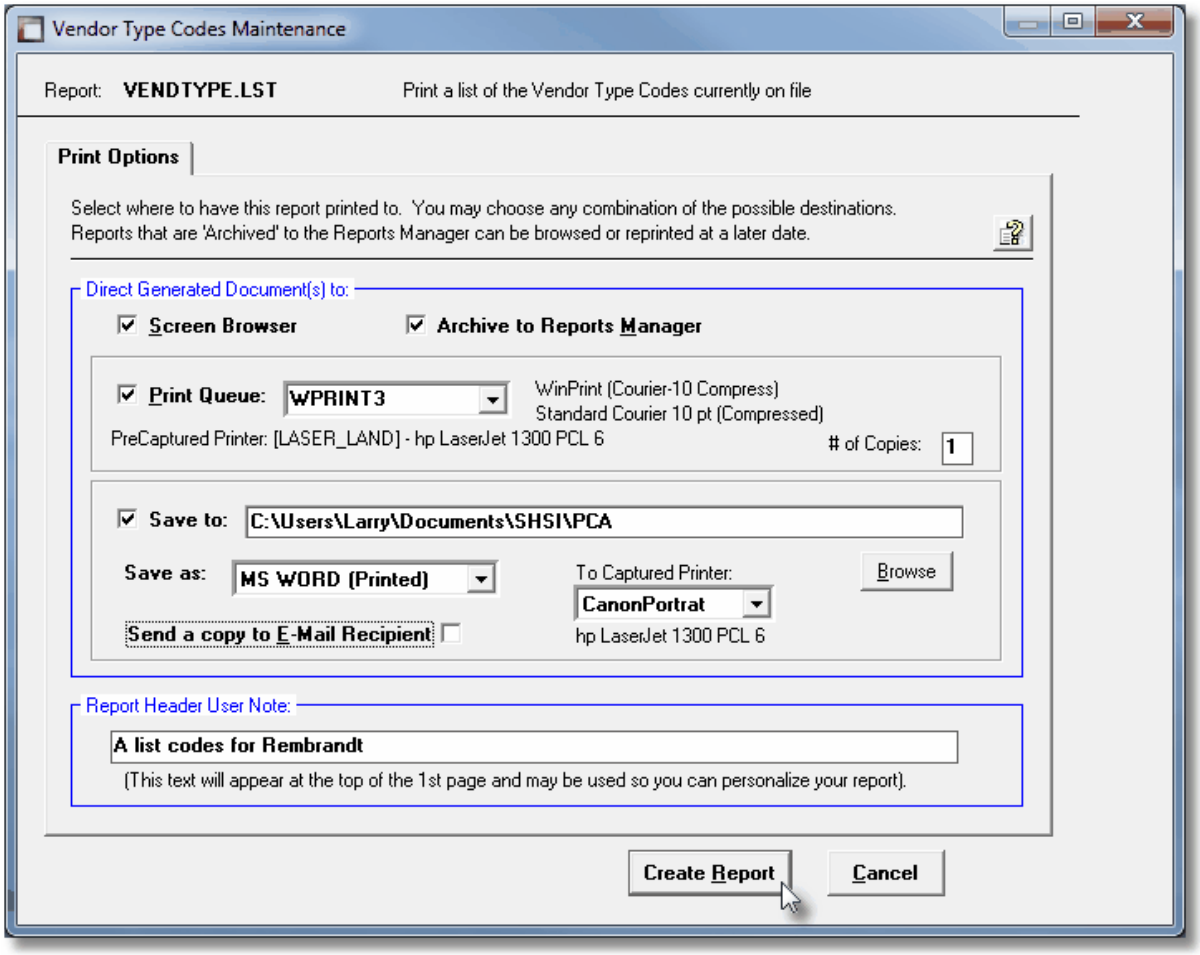
- **Viewed by the Series 5 Report Browser**
- **Printed to a selected printer**
- **"Archived" for later reference**
- **Saved as an ASCII text file or MS Word file**
- **Emailed to specified recipients**
- **Any combination of the above**

When a report is to be actually printed, any of the Series 5 defined Print Queues may be selected. An unlimited number of Printer Queues may be set up by your System Administrator. Each Queue has a variety of properties associated that means you can pretty well print to any of your network defined printers using different fonts or margin settings. (Refer to the chapter on ***Defining Series 5 Print Queues*** in the Systems Management Help or manuals).

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5.4.1 Report Options Screen

When any kind of report or form output is to be generated, the following window screen is displayed:



Selecting Report Generation Options

Normally, the Print Options screen will be presented with all fields defaulted for typical report handling. However, you may want to revise how and where the report is to be generated. The following steps may be taken:

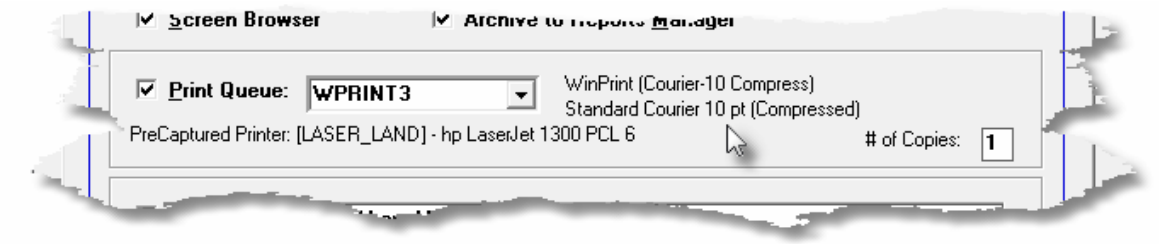
1. Determine where the generated report is to be directed. Click the appropriate check-box. You may choose one or more from the following:

Output To	*Comments*

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☑ **Screen Browser**	Output is displayed to the screen using the Series 5 Report Browser 117.
☑ **Archived to Report Manager**	Output is saved as an "Archived" report. It may be viewed and reprinted using the Series 5 Report Manager 118. It will remain on the system until purged.
☑ **Print Queue**	Output will be directed to the selected Series 5 Printer Queue. This may be any printer that has been defined on your network. When selecting to output to a Printer Queue, you may select to have up to 9 copies printed, (as long as that feature is supported by your operating system, and printer).
☑ **Saved to Disk** as an MS Word Document	The output is written to an MS Word Document in the specified folder.
☑ **Saved to Disk** as an MS Word Document and printed	The output is written to an MS Word Document in the specified folder. It is also printed to the designated Captured Printer from within Word.
☑ **Saved to Disk** as an ASCII Text file	The output is written as a text file to the specified folder. This would be useful only if you needed to parse the file with some 3rd party utility.
☑ **Saved to Disk** as a PDF Document	The output is written to a PDF Document in the specified folder.

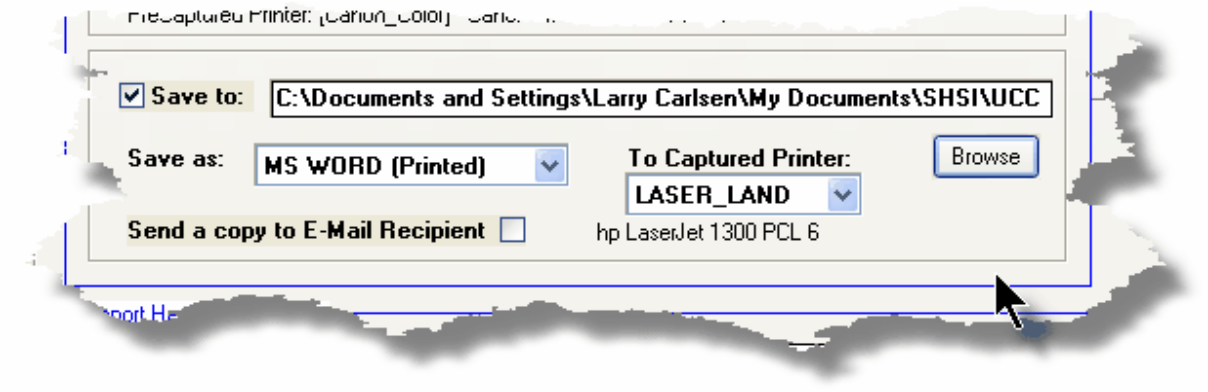
2. When selected to direct the report output to a Printer Queue, you may select a Series 5 Printer Queue from the drop down list. ***(The list will contain each of the printers that has been assigned to the particular Company System that you are working in).*** When the Print Queue has been selected, the system will echo the Description, the Font, and if applicable, the network assigned printer name of the Captured printer.



3. When selected to direct the report **Saved To Disk** you must select to save it as an MS Word Document, an MS Word Document Printed, a PDF Document, or an ASCII Text

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File. In either case you need to have specified the folder to which the file is saved. The default is the directory that is defined in the Series 5 User's Logon Profile field labeled as the **User's "My Documents" folder Pathname**. You can click the Browse push button to locate or change the folder where the file is to be stored.



4. If saving to an **MS Word Document Printed**, then after generated, the document will be printed from within Word. You will need to select a specific Captured Printer. Captured Printers are defined by your Systems Manager using the Captured Windows Printers maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. (Refer to the chapter on ***Defining Series 5 Captured Windows Printers*** in the Systems Management Help or manuals).

Setup Tip

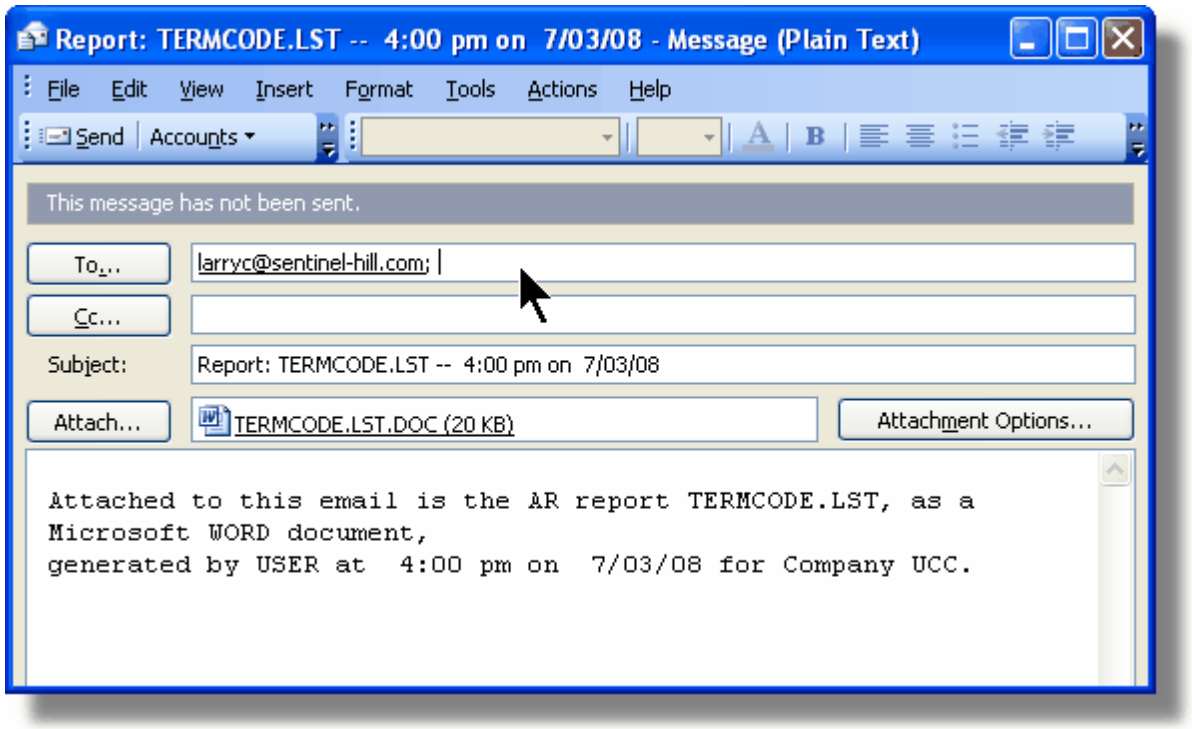
If you wish to be able to generate your reports as Word or PDF documents, your Systems Manager must have defined pertinent variables in the AcuGT runtime configuration file. For simple reports you specifically need to have set up the variable ***MSWORD-DEFAULT-SPECS***. This defines whether the document is generated as Portrait or Landscape, the Font Name and Font Size and an optional Template that might be applied to the document when it is created. (Refer to the chapter ***Setting up for MS Word*** in the Systems Management Help or manuals.)

If templates are used to format the output to MS Word or PDF documents, they must be installed on each user's individual client PC. On Windows XP clients, these must be saved to the **C:\Documents and Settings\<PC UserName>\Application Data\Microsoft\Templates** folder. On Windows VISTA and Windows 7 clients, these must be saved to the **C:\Users\<PC UserName>\AppData\Roaming\Microsoft\Templates** folder.

For users of Office 2003 the file must be named with a xxxx.dot extension. For users of Office 2007 or later, the file must be named with a xxxx.dotx extension.

5. When a report is saved to disk, you may also select to have the generated disk file email to a given recipient. Set the check-box accordingly. After the report is generated, the window to send an email will be displayed. You can select the recipient(s), and edit the text of the message and click the Send button to send the email.

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Protected MS Word Documents

When reports of forms are output as MS Word Documents, they are generated in protected "Read-Only" mode. If you really need to un-protect it, the password is **SENTINELHILL**.

Field Definitions

Screen Browser:	***check-box***
Set the check mark to have the report displayed to the screen using the Screen Browser utility.	
Archive to Reports Manager:	***check-box***
Set the check mark to have the report output as an "Archived Report". This may later be viewed and/or reprinted from the Reports Manager.	
Print Queue:	***check-box***

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Set the check mark to have the report output to a printer.

Print Queue:	***drop-down list***

Select the the Series 5 Printer Queue to which the report is to be output to.

# of Copies:	***9***

When outputting to a Printer Queue, you may specify how many copies are to be printed. You can print up to 9 copies. This is a feature that is offered only on WIndows XP, VIsta and Windows 7, and is dependant on the type of printer and it's drivers. When multiple copies are chosen, they are printed collated.

Save To:	***check-box***

Set the check mark to have the report output to a disk file, or folder, on your system as either an MS Word Document, a PDF Document, or a simple ASCII text file.

Save To:	***X(90)***

Enter the name of the directory folder to which the saved-to-disk report is to be written. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager.

You may click on the **Browse** button to locate the desired directory. Only those folders which are descendants of the root directory, of that which is defined by the Save-To field, can be displayed. So if you wish to choose a folder on your "C" drive, enter **C:** in the Save-To field before clicking the "Browse" button. Setting the Folder field blank, or to a path that does not have a drive letter designation, would result in only being able to browse descendants of the user's default working directory.

Save As:	***drop-down list***

Select to have the output saved as an Office Word document, an Office Word document that is printed from Word, as a PDF document, or as an ASCII text file. If chosen to Save to "MS Word Printed", then you must select the Captured Printer to which the report is to be printed.

To Captured Printer:	***X(12)***

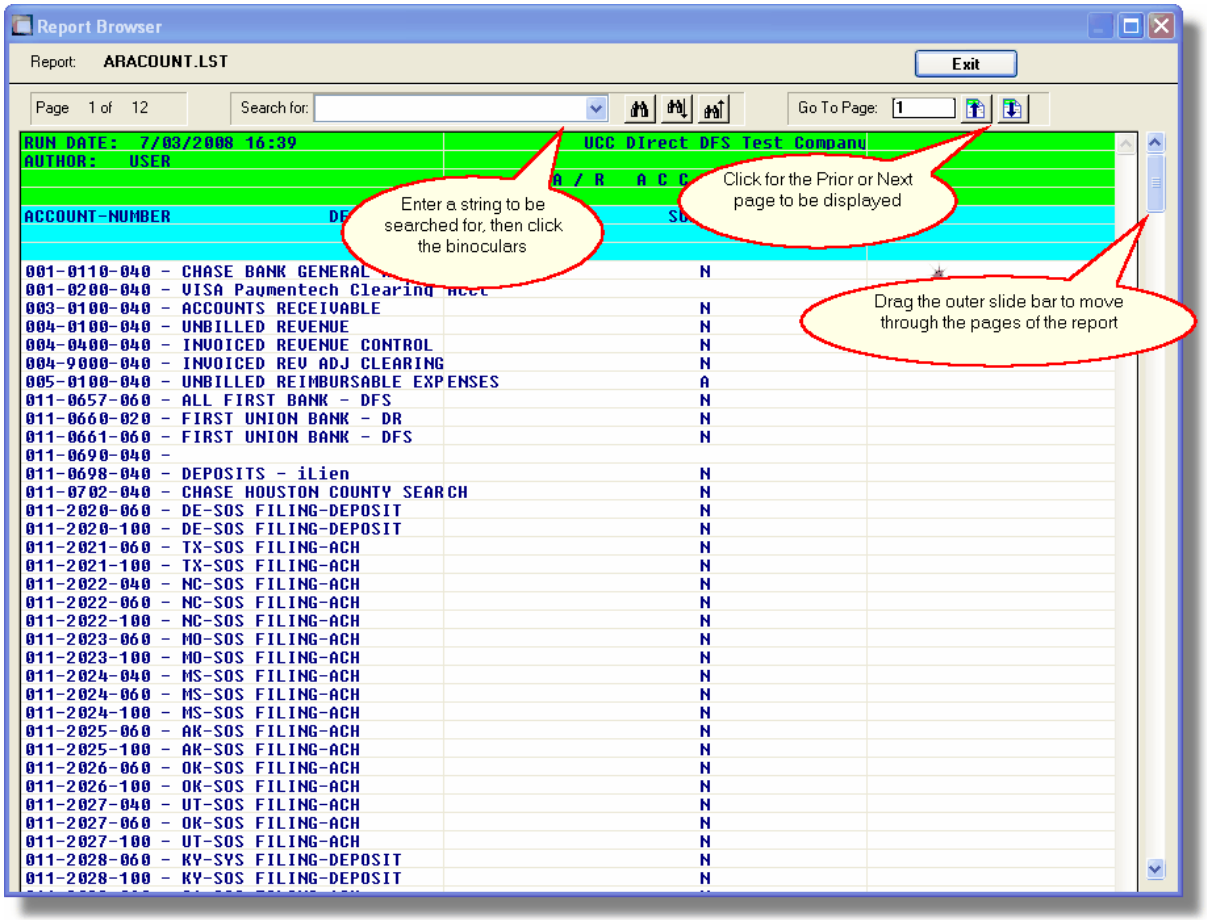
If chosen to Save to "MS Word Printed", then you must select the Captured Printer to which the report is to be printed. This must be a valid network printer that was captured using the Captured Windows Printers maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. *(Refer to the Systems*

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Management Help if required).	
Send a copy to E-Mail Recipient:	***check-box***
If chosen to save the report to a disk file, you may also select to have an email sent with the generated disk file as an attachment. Set the check mark to have the report emailed.	
Report Header User Note:	***X(100)***
If you need to personalize the report, the text you enter here will be printed at the top of the 1st page.	

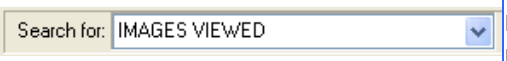
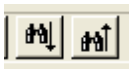
5.4.2 Report Browser

When selected to direct a report output to the Screen Browser, or from the Reports Manager you have selected a particular report, the Series 5 Report Browser screen window will be shown.



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You may navigate around the report in number of ways:

Graphic or Control to click	*Action*
Slide bar to the right	Position to up or down through the pages of the report. As you drag the slide bar, the 1st data line of each page is displayed at the bottom of the screen.
	Enter a search string. This may be text, or a number as it would be printed in the report. The drop down list contains previously entered search strings.
	Search for the entered search string. The page where the string is found will be displayed, and the line containing the text will be displayed in red.
	Search Forward or Backward for the entered search string.
	Display the select Page.
	Display the Prior or Next page of the report.

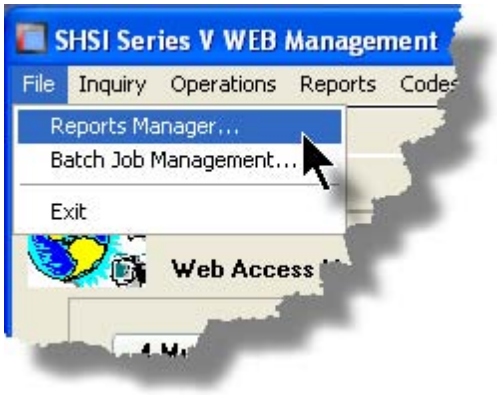
5.4.3 Archived Reports Management

The Reports Manager is available to each of the Series 5 applications. Whenever a report is generated, the operator may have chosen to direct the output to be "Archived". These archived reports may be viewed and printed using the Reports Manager.

Accessing the A/R Reports Manager

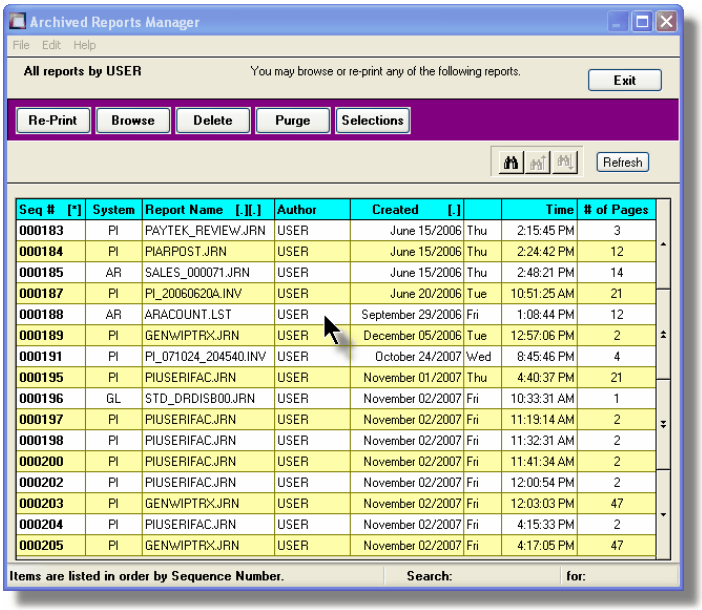
From either the A/R Main menu, or any application, select **Reports Manager** from the **File** drop-down menu.

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Reports Manager Grid Screen

Maintenance of the Archived reports is done with a Series 5 grid screen.



"Fast Buttons"	
Re-Print	Print the selected report
Browse	Browse the selected report
Delete	Delete the selected Archived report
Purge	Have reports satisfying a number of filters deleted from the system
Selections	Set filters for the items that are displayed in the grid

Viewing an Archived Report

1. In the grid, navigate to the row listing the report that is to be viewed.
2. Double-click the row.
3. The Report Browser 118 window will be displayed.

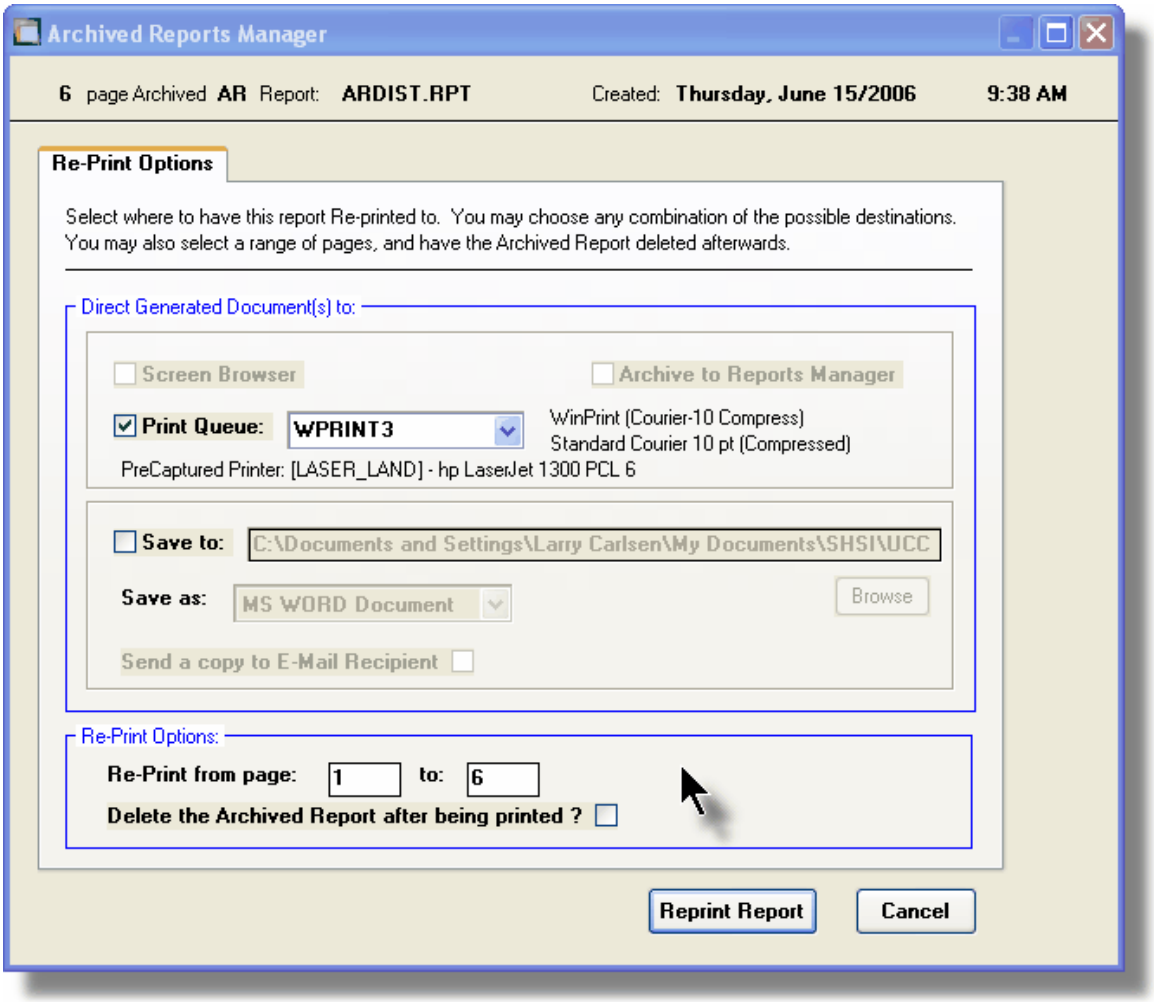
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Process Warning

The "archive" report files are stored in a sub-directory under the folder specified to be used for the company's data files. These files are not in any type of format that can be used, other than directly from the Reports Manager utility.

Re-Printing an "Archived" Report

1. In the grid, Navigate to the row listing the report that is to be printed.
2. Right-click the row to have a drop-down menu displayed, then click **Re-Print**, ... or just click on the **Re-Print** button in the "Fast Button" frame. The Re-Print options screen will be displayed.



3. Enter the reprint options. Basically you can either print the report, or save it to disk as

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an MS Word or ASCII text file. Notice that you can also specify a range of pages that are to be printed.

4. Click the **Reprint Report** push button at the bottom of the screen.

Grid Display Search options

You may search for specific records displayed in the grid using a number of relevant fields.

Click on the  Search icon.
A search string may be entered for the following fields:

- Sequence #
- Report Name

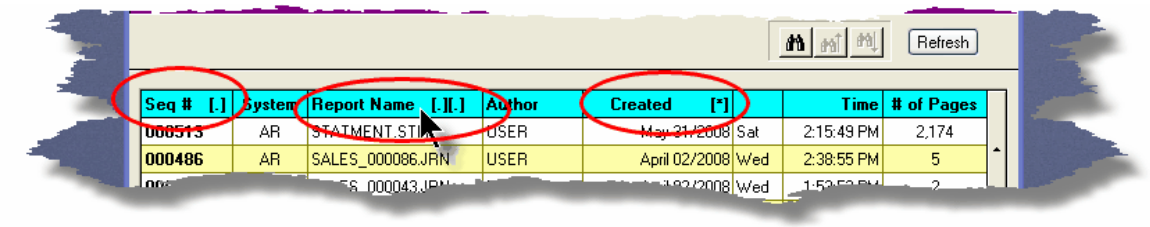
Grid Display Sort options

You may choose to have the items in the grid displayed using a number of sorts. These include:

- By Sequence #
- By System then Report Name
- By Report Name Extension, then System, then most recent date
- By the date created (with the most recent ones listed first)

To change the displayed sort order:

1. Click on the heading of the column of data which is to be used for the sort. Only those columns with a **[.]** can be used. The column that is currently used for the sort has **[*]** displayed.

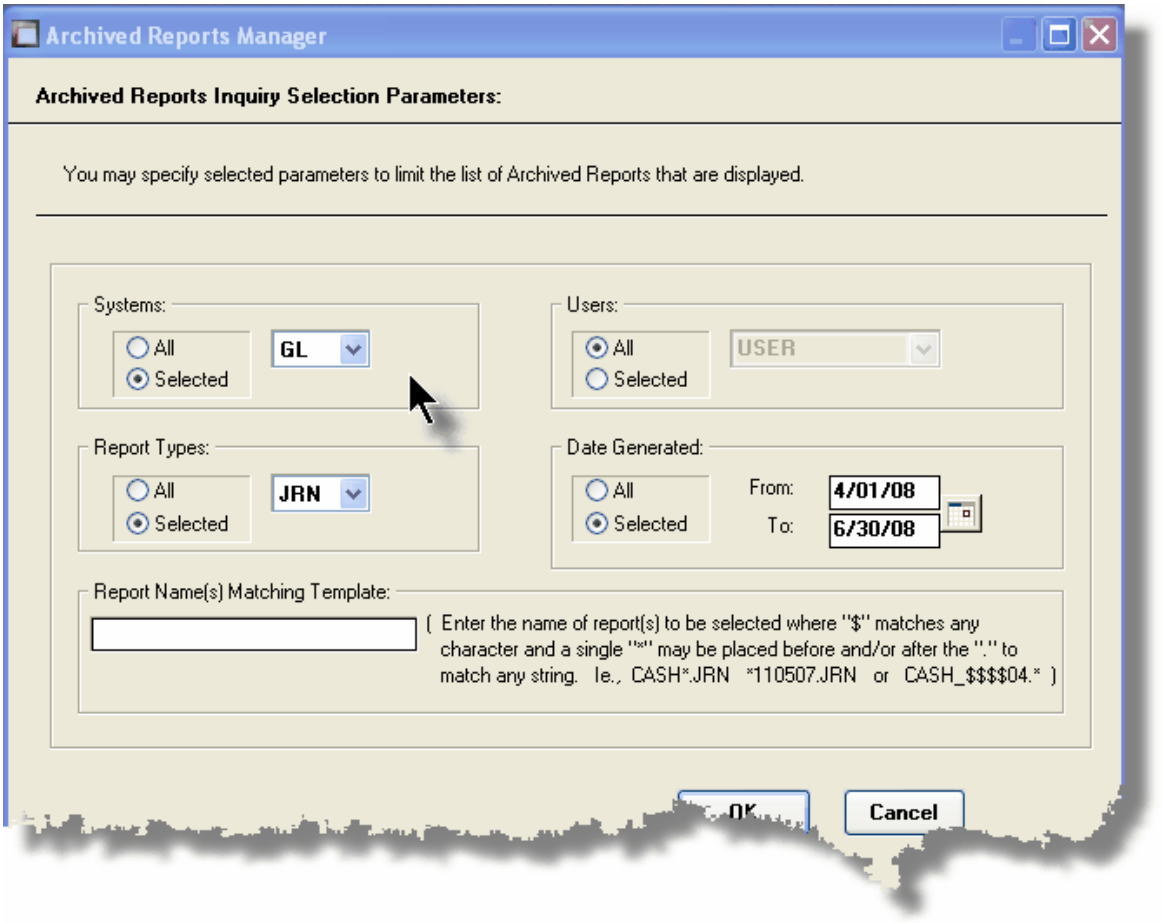


Grid Display and Purge Filters Screen

Over a period of time, your users will probably be generating a great number of "Archived" reports. You can limit the number of items that are displayed in the grid. The same filter fields are also available to the Purge function.

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1. Click on **Selections** in the "Fast Button" frame. The Archive Report selection filters screen will be displayed.



2. Set the applicable filters
3. Click the OK push-button. The grid will be redisplayed showing only those reports satisfying the selected filters.

Filters Screen Field Definitions

Systems	**radio-buttons & drop down list**
Click the **All** button, or the **Selected** button with a specific application from the drop down list. Only those reports generated from the selected system will be listed.	
Report Types	**radio-buttons & drop down list**
Click the **All** button, or the **Selected** button with a specific report name extension from the drop down list. Only those reports with their report name extension matching that	

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which was selected will be listed.	
Users	**radio-buttons & drop down list**
Click the **All** button, or the **Selected** button with a specific user from the drop down list. Only those reports generated by the selected user will be listed.	
Date Generated	**radio-buttons & (mm/dd/yy) entry fields**
Click the **All** button, or the **Selected** button with a date range. Only those reports generated within the range of dates entered will be listed.	
Report Name Template	***X(20)***
Enter a template to be used to match the report names to be listed. The "$" will match any single character. Use the "*" character immediately before or after the ".", or as the 1st character, to match a string of characters.	

Delete an "Archived" Report

1. In the grid, navigate to the row listing the report that is to be deleted.
2. Right-click the row to have a drop-down menu displayed, then click **Delete**, ... or just click on the **Delete** button in the "Fast Button" frame.
3. A delete verification screen will be displayed. Click the **Remove-It** button to proceed.
4. Both the entry in the tables, and it's corresponding "Archive" file will be deleted.

Purging old "Archived" Reports

Over a period of time, your users will probably be generating a great number of "Archived" reports. If you wish, you may delete them to reduce the overhead, make available more disk space, or just to get rid of them.

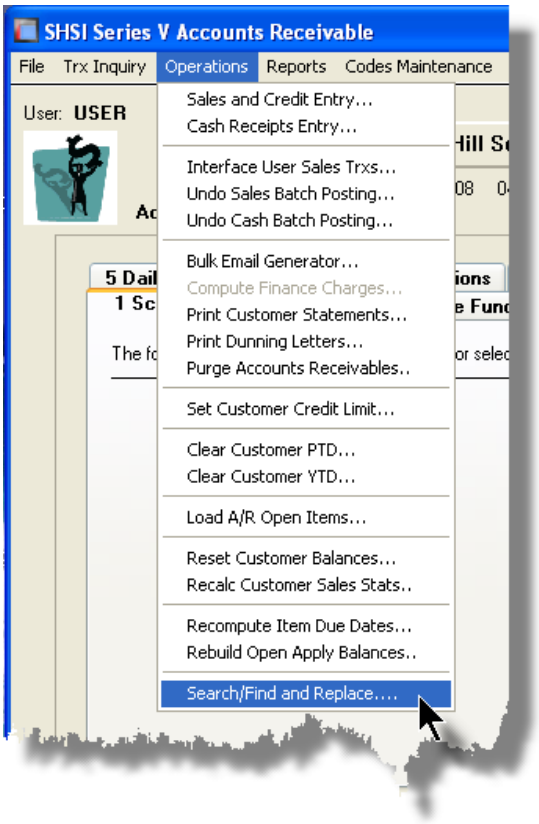
1. Click on the **Purge** button in the "Fast Button" frame.
2. The Purge options screen will be displayed. (This is the same screen as used for the Grid Display filters).
3. Click the OK push-button. The system will remove all reports satisfying the selected filters.

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5.5 Search and Replace

In each Series 5 application, there is normally a function that provides a Search and Replace operation on a variety of different records. (The replace phase of the function is optional). This function is particularly useful if you need to change a code that exists within a great number of, say for example, G/L Accounts or A/R Customer master records.

The operation of the screen controls available to these Search/Replace functions are the same for all types of records for each of the Series 5 applications for which it exists. Only the field names for each type of record may differ.



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For the Accounts Receivable system, the Search and Replace function is provided for the following record types:

- Customer Master Records
- Archived Sales Transactions
- Archived Cash Transactions

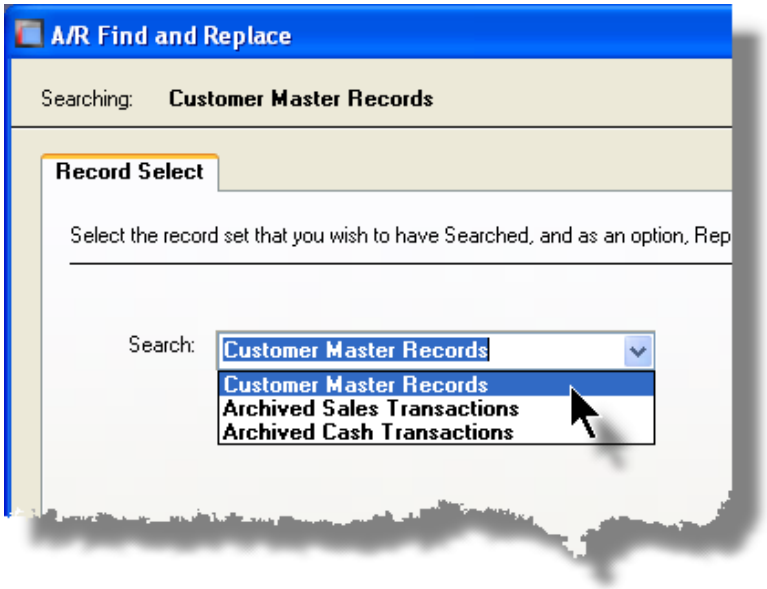
Process Warning

Access to this menu item should only be granted to those i
that know what's going on. Malicious or ignorant use of this
could cause a great deal of grief.

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5.5.1 Search and Replace Options Screen

For the Search and Replace function, you must 1st select the record that is to be searched.



Once selected, the Search and Replace Options screen will be displayed. At this point you must enter the Search options and the Replace options. This requires the operator to choose the field to be tested, it's test value, and the field which is to have a new value assigned along with it's new assigned value.

The Series 5 system basically breaks the Search/Replace function into three main phases.

1. Search Phase	- Read through the chosen set of records examining the selected search field for the test string or code that was entered. After all records have been processed, those records found will be displayed in the grid.
2. Preview Phase	- You can then browse through the list if records that have been identified as having the search field matching the given test field.
3. Replacement Phase	- The last phase is the Replacement pass. Note that this pass is started only if initiated by the operator by clicking on the **Start Searching** push-button.

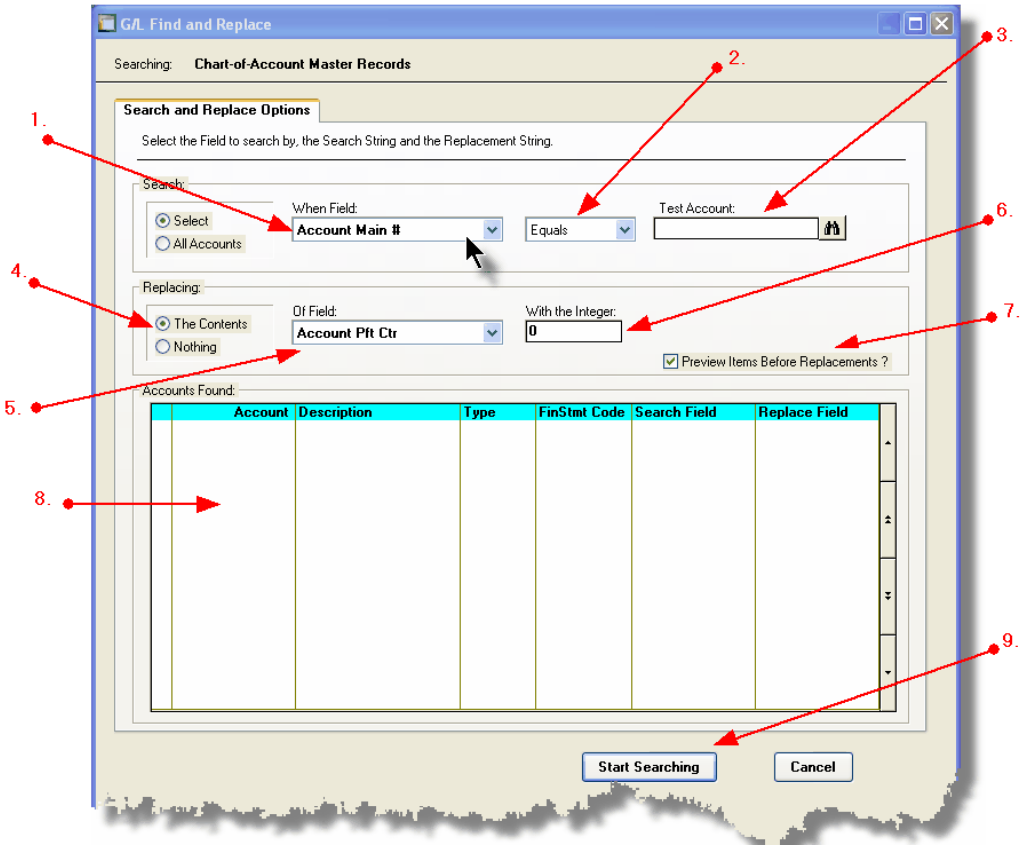
Processing Tip

You may use the Search and Replace function, identifying a particular field to be replaced, in order to have its' existing value displayed in the preview grid without actually having new values assigned. **JUST MAKE SURE YOU CHECK THE Preview Items Before Replacement BOX, AND CLICK ON THE Cancel BUTTON AFTER BROWSING THE PREVIEW GRID.**

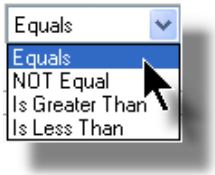
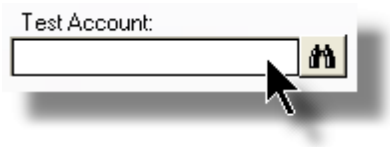
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Search and Replace Options Screen

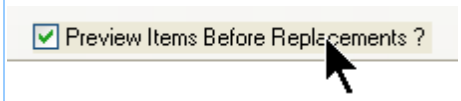
The Search and Replace Options and Preview widow screen is displayed as follows:



To have a search executed on the select record, referencing this screen, you need to perform the following steps:

1)	In the **Search** frame, make sure the **Select** radio-button has been clicked. From the drop-down list, select the field that is to be tested.	
2)	From the drop-down list, select the test operation to be performed.	
3)	In the **Test String** field, enter the string, or code, or value that the test field must match in order for the record to be "selected". If the field is for a standard code that is defined by the system, the	

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	binoculars icon will be displayed, and may be used to select a particular code that is to be test for.	
4)	In the **Replacing** frame, click on the **The Contents** radio-button. Note that you may choose to select a "replacing" field to have it's current value displayed, but not actually proceed with the replacement phase.	
5)	From the **Of Field** drop-down list, select the field that is to have it's value replaced.	
6)	In the field provided, enter the value to be assigned to the selected field. If the field is for a standard code that is defined by the system, the binoculars icon will be displayed, and may be used to select a particular code that is to be assigned.	
7)	The Preview Items check-box should always be checked. After the "search" phase, if this check-box is set, then the system will display a list of those records that have matched the test successfully. If this box is not checked, and you have chosen to actually have a field's values replaced, then the system will just go ahead and do it without first asking.	
8)	Before the replacement pass, the records that have been selected will be displayed in the grid. Use the standard grid navigation buttons to view those selected records. It's an opportunity to verify that you have entered the correct search values.	
9)	Initially, after the Search and Replacing options have been entered, click on the **Start Searching** push-button to start the search.	
10)	After the selected items have been displayed to the grid, you may choose to proceed and have all records found updated, or you can select those items	

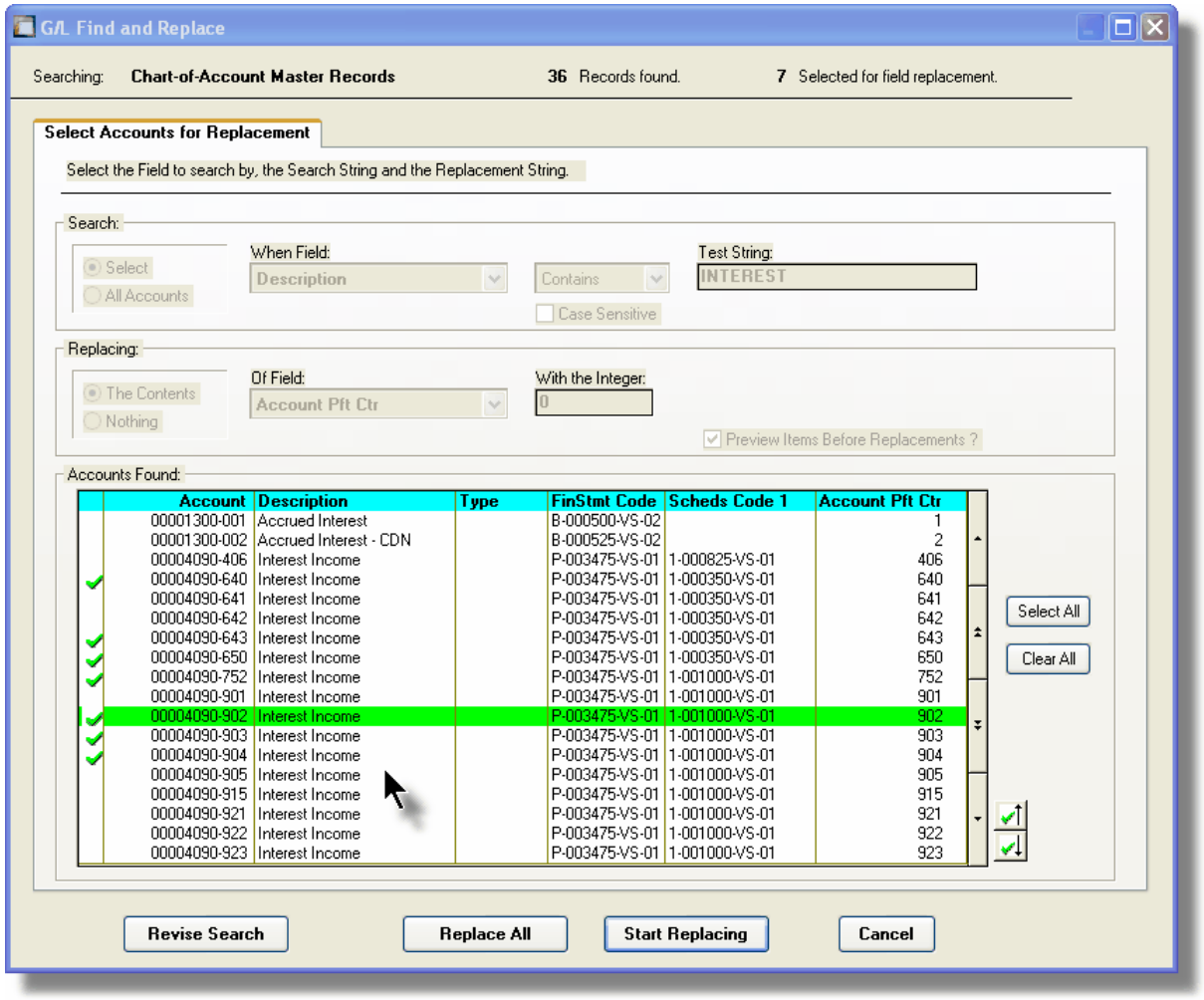
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	that are to be updated. Click the **Replace All** push-button to have all records updated. To select specific items, double click each of the records' entries in the grid. Once all items have been checked off, then click the **Start Replacing** push-button to proceed with the "replacement" phase. Should you want to revise the search, click on the **Revise Search** push-button.	
11)	To exit without having any records updated, click on the **Cancel** push-button.	

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Sample Search/Replace Preview Screen

Here is an example of the Search screen after finding some records matching the search criteria.



A couple of things to note:

- The number of records with the Search field matches the test string is displayed at the top of the screen.
- You may **Select All** or **Clear All** by clicking the buttons to the right of the display grid.
- Double clicking a row in the grid selects that particular item to have it's Replace field updated in the "replacement" pass

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- Click on the Previous/Next Selected icons  to position the grid to the prior/next item that has already been selected
- Once ready, click on the **Start Replacing** button to proceed to have those items that have been checked processed.
- To exit without having anything replaced, click the **Cancel** button.

5.6 User Access Management

The Series 5 system provides for User Access security at the menu item level for each application, based on a users' sign-on code.

There are two user access records that must be established before any given user can access the system.

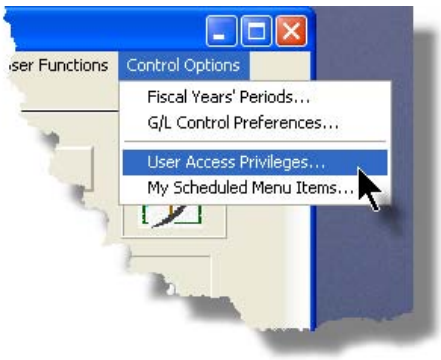
	Data	***Accessed From***	***Comments***
1.	User Logon Profile Record	The main menu's **System Maintenance** drop-down menu	Each user must have a Logon Profile record before they can be set up with any Application's Access rights. The user's sign-on code, password, email address, and default documents pathname are defined. Only users with full system Management access rights can maintain the Logon Profile records.
2.	User Application Access Record	The A/R menu's **Control Options** drop-down menu	A separate Access record must be established in each application that the user needs to execute. In those Accounts Receivable systems with multiple companies, a separate Access record must be defined for each company. The user's default printer and each individual menu items access rights are defined.

Once the User Access for a user is established, they may define specific menu items to be scheduled. That is, an icon will appear in a tabbed sub-screen in the applications menu on the date that it has been scheduled. Refer to the section on Scheduled Menu Functions 50 under the Accounts Receivable Application Menu 43 Chapter for further information and the topic following.

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Accessing A/R Users' Access Maintenance Function

From the A/R menu, select **User Access Privileges** from the **Control Options** drop-down menu.



Processing Tip

If your company requires strict controls as to which individual is entitled to set up User Access rights, then a Gate Keeper may have been established. (See the topic on System Control Options found in the Systems Manager's Help for further information). If this is the case, then the designated Gate Keeper will be the only individual that will be able to select the User Access Privileges maintenance function.

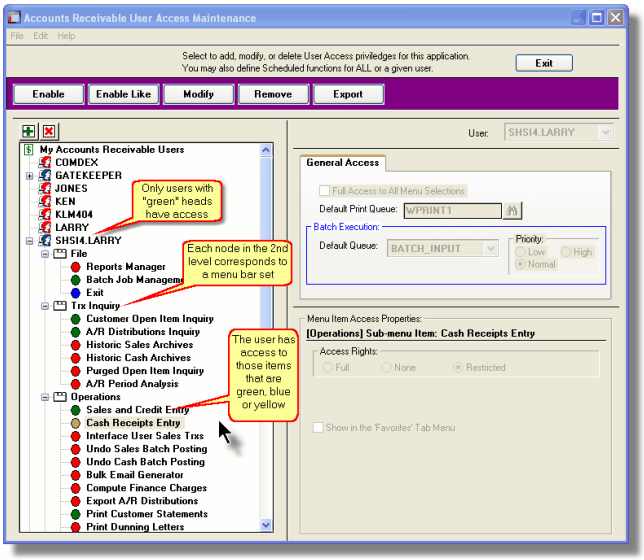
5.6.1 Defining Users' Access Rights

The Users' Access Rights record holds information about the users' privileges - ie., which menu items they can access.

A/R User Access Maintenance Tree Screen

Maintenance of the User Access properties is done in a tree structure. Following is the screen that is displayed listing each user that has been defined with a Logon Access record.

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	"Fast Buttons"
Enable	Setup to give the h "Red Head" user a
Enable Like	Select a "Red Hea enabled just like on already enabled "G user's access righ down list will prese those users that al been enabled)
Modify	Modify the General properties of the hi "Green Head" user
Remove	Remove all access highlighted "Green
Export	Generate a spread users' menu acces showing Users in e and the application in each row.

Characteristics of the screen to note:

- Each user defined with a Logon Access record is shown. Those users with a green head have a User Access record set up for this application. Those with red heads have no access.
- Click on the ⊞ next to the green heads to expand the tree to display the applications' menu bar topics.
- Click on the ⊞ next to the topic to expand the tree to display each of the associated drop-down menu functions. You can easily identify the access rights by the graphic next to the menu name.

  🔵 - All users always have access
  🟢 - Full access
  🟡 - Restricted access
  🔴 - No access

- The top right pane of the screen is used to edit the properties associated to the user.
- The bottom right pane of the screen is used to assign the access rights to the selected menu item
- Note that you can set the check-box to the menu item displayed in the My Favorites tab

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sub-screen of the application menu.

- Expand or collapse the sub-trees of all Users with access by clicking the  icons.

Establishing Access for a User

1. First make sure that the user's User Code is visible in the tree as a red head. If a User Code has not been set up, this needs to be done. User Logon Profiles are defined by your Systems Manager using the User Logon Profiles maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. (Refer to the chapter on ***Defining Series 5 User Logon Profiles*** in the Systems Management Help or manuals).

2. You can Enable the User using one of four methods:

   I. Double click the red head, ... or

   II. Highlight the node of the user to be set up, and click **Enable** in the "Fast Button" frame,..... or

   III. Highlight the node of the user to be set up, and right-click to display the pop-up menu. Then click on **Enable This User**, ... or

   IV. Highlight the node of the user to be set up, and right-click to display the pop-up menu. Then click on **Enable User Like Another**

   In each case, the General Access tab sub-screen on the top of the right pane of the window will be activated.

   - o If the user is to have access to all menu items, set the **Full-Access** check-box
   - o Select, if any, the **Print Queue** that this user is most likely to be using. This will be displayed as the default when they generate a report.
   - o Click on the **Add It** push button

3. At this point, the user is established, but if you had not given them Full Access, you need to set the Access Rights of each of the menu items that they are allowed to access.

   - o Expand the tree of the newly added user by clicking on the ⊞ icon next to his now green head
   - o Expand the tree of each of the application's menu bar topics
   - o Double-click the menu item to which you want to allow access. The Access Properties fields for the given menu item will be displayed at the bottom of

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the right pane of the window.

- o Click the applicable **Access Rights** radio-button
- o If this menu item is to be shown in the User's Favorites sub-screen, set the check-box
- o If this menu item is to be scheduled, select the desired **Re-Occurring** frequency and set an initial scheduled date
- o Click the **OK** push button
- o Repeat for the next menu item

4. This potentially could be a lot of effort to set up all your users. If you have a number of users that will each have the same access rights, you can build the table for the 1st user, then copy it. Perform the following steps:
   - o Highlight the read head of the User that you wish to enable access for
   - o Click on **Enable Like** in the "Fast Button" frame or in the pop-up menu
   - o Select the User Code of the currently enabled user that you want the new user to have the same access privileges.
   - o Click on the **Select User** push button
   - o Keep the same access rights values, or change them as required.
   - o Click on the **Add It** push button again
   - o The new user is now set up with the copied user's access rights
   - o You may now go ahead and change any of the Access Rights of the menu items as needed

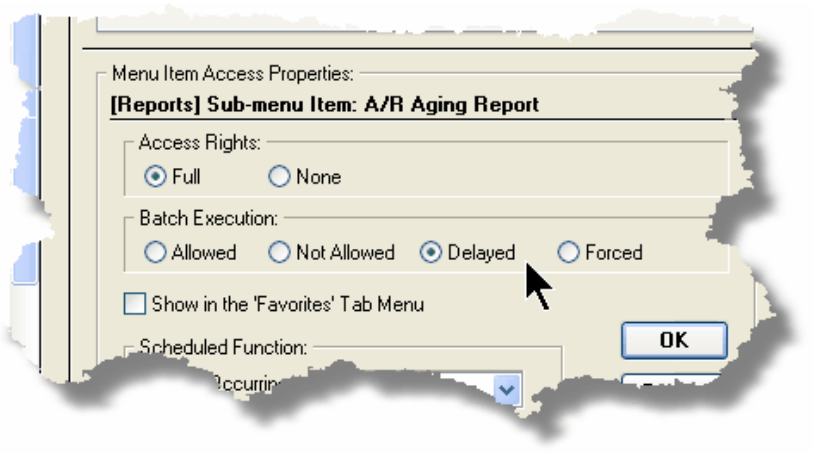
Batch Job Execution Access

If the particular menu item has been set up to provide the option to be executed in the Series 5 Batch Job Processor, then in order for the user to make use of this, the appropriate access rights must be assigned. Four variations are offered:

- ❖ Allowed - The user can decide when the menu item is executed, whether or not to submit it to the Job Processor
- ❖ Not Allowed - The user may not select to execute the job using the Job Processor
- ❖ Forced - When the menu item is chosen, and after any processing options or filters are entered, the job will be automatically submitted to the Job Processor to be executed

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❖ Delayed - The job will be automatically submitted to the Job Processor to be executed after 6:00 pm the same day.



Modifying Access for a User

1. Highlight the green head of the User to modified

2. If you wish to modify the General Access properties

   - o Click **Modify** in the "Fast Button" frame, ... or right-click and click on **Modify** in the pop-up-menu
   - o The right pane of the window will be activated
   - o Make the necessary changes and click the **Update** push-button

3. If you wish to change the Access properties of a particular menu item

   - o Double-click the menu item to which you want to allow access. The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window.
   - o The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window
   - o Make the necessary changes and click the **OK** push-button.

4. If you wish to change the Access properties of a particular menu item in a slightly more elegant manner

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- Highlight the menu item of interest, and right-click to display the pop-up menu.
- You can either give full access, or remove access totally, depending on the already assigned access
- Make the necessary changes and click the **OK** push-button.

Removing Access for a User

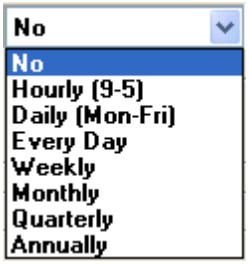
1. Highlight the  green head of the User to removed.
2. Click **Remove** in the "Fast Button" frame, ... or right-click and click on **Remove** in the pop-up-menu:
3. Click the Yes push-button in the prompt.

General Access tab sub-screen Field Definitions

Full Access to All Menu Selections	***check-box***
For the user if checked, then he/she will have full access to all menu items.	
Default Print Queue	***X(20)***
Select the Series 5 Printer Queue that this user would typically by using. When any of the reporting functions are executed, this printer will be displayed as the default. Print Queues are defined by a System Maintenance function. *(Refer to the Systems Management Help if required)*.	
Batch Execution - Default Queue	**drop down list**
Jobs submitted by this user to the Series 5 Batch Job Processor will use the selected Queue	
Batch Execution - Priority	**radio-buttons**
Jobs submitted by this user to the Series 5 Batch Job Processor will have the selected priority	

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Menu Item Access Property sub-screen Field Definitions

Access Rights	***radio-buttons***
Click Full, Semi-Restricted, Restricted, or None. Those menu items that offer Semi-Restricted or Restricted as options generally have multiple functions, some of which will not be granted to the user.	
Show in the 'Favorites' Tab Menu	***check-box***
If checked, the corresponding menu item will be displayed as a push-button on the Accounts Receivable application's menu on the **My Favorites** tabbed sub-screen.	
Scheduled Function - Re-Occurring	**drop down list**
To set up this menu item to be scheduled, select a frequency, other than "No". The corresponding menu item will be displayed as a push-button in either the Scheduled for Today, Overdue Function or Coming Due tabbed sub-screen on the Accounts Receivable application's menu.	
Scheduled Function - Next Scheduled For	**(mm/dd/yy)**
Enter the date and time at which this particular scheduled function is to be executed.	

5.6.2 Users Scheduled Menu Functions

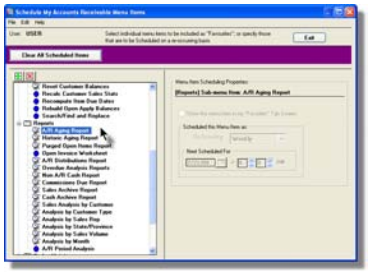
Users may choose to select specific menu items to appear on the **Favorites** or **Scheduled** sub-screens when the Accounts Receivable menu is displayed. (Refer to the Scheduled Menu Functions topic in the chapter on The Basic User Interface for a description of these menu sub-screens).

My Scheduled Menu Items Screen

Users set up the scheduled functions in a tree structure. Following is the screen that is

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displayed listing each menu-set and sub-functions.



Characteristics of the screen to note:

- Click on the ⊞ next to each of the primary menu topics to expand the tree to display each of the associated drop-down menu functions. Only those items with the icon can be scheduled.
- The right pane of the screen is used to edit the properties associated to the scheduled item.
- Note that you can set the check-box to the menu item displayed in the My Favorites tab sub-screen of the application menu.
- Expand or collapse the sub-trees of all Users with access by clicking the icons

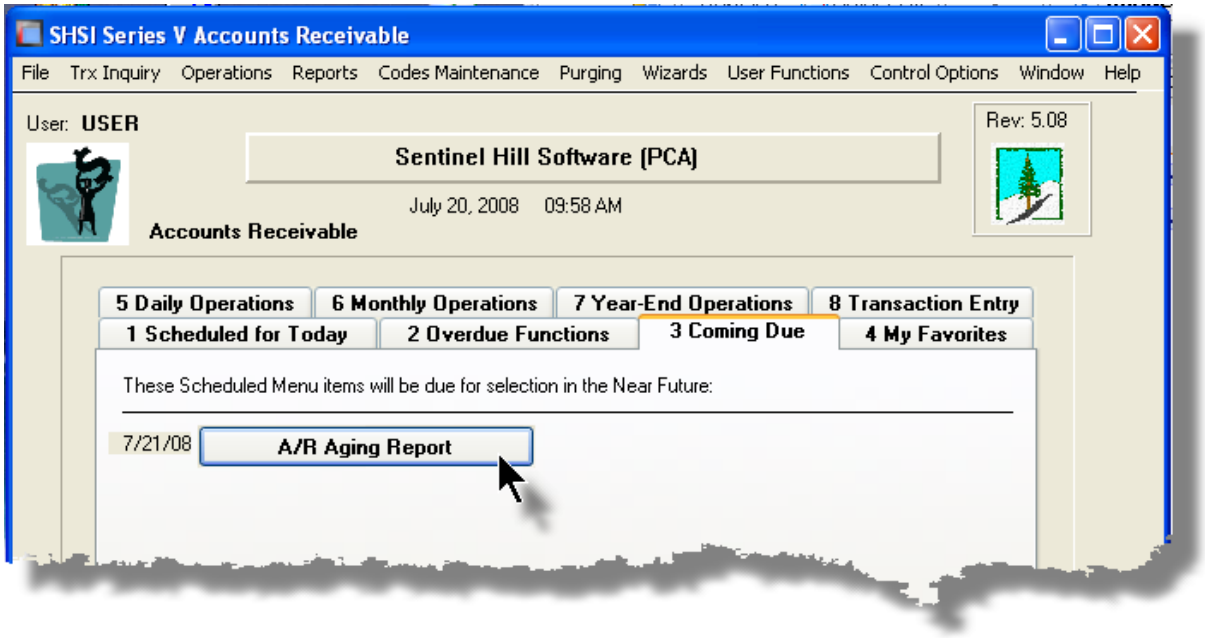
Defining a Scheduled Menu Item

1. When the screen is displayed, click on the green "Plus-sign" of the icons to expand the tree structure to show each menu item.

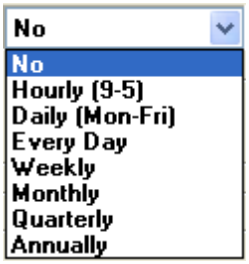
2. Double-click the clock icon next to the menu item to be scheduled. The right pane of the window will be activated.
   - o If this menu item is to be shown in the User's Favorites sub-screen, set the check-box
   - o Select the desired **Re-Occurring** frequency and set an initial scheduled date
   - o Click the **OK** push button
   - o Repeat for the next menu item

3. The menu item will appear on the applicable Accounts Receivable tabbed sub-screen when next refreshed displayed.

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Menu Item Access Property sub-screen Field Definitions

Show in the 'Favorites' Tab Menu	***check-box***
If checked, the corresponding menu item will be displayed as a push-button on the Accounts Receivable application's menu on the **My Favorites** tabbed sub-screen.	
Scheduled Function - Re-Occurring	**drop down list**
To set up this menu item to be scheduled, select a frequency, other than "No". The corresponding menu item will be displayed as a push-button in either the Scheduled for Today, Overdue Function or Coming Due tabbed sub-screen on the Accounts Receivable application's menu.	
Scheduled Function - Next Scheduled For	**(mm/dd/yy)**
Enter the date and time at which this particular scheduled function is to be executed.	

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5.7 Wizard Management

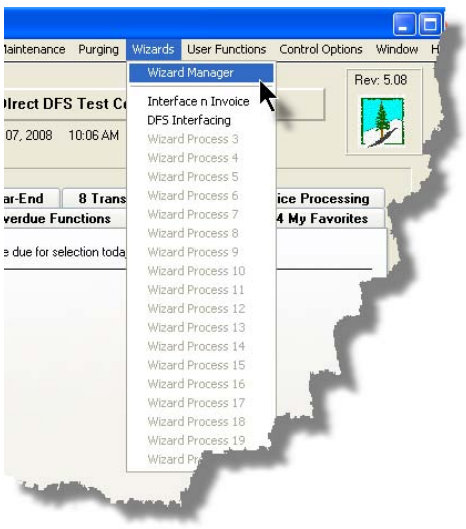
Each of the Series 5 system provides for the opportunity to define a number of Wizards. A wizard is a program that automatically performs a series of steps. Each step is a menu item that is associated to the application.

Basic properties and features of a Wizard:

- Wizards are user defined
- Define up to 20 Wizards for each application
- Each Wizard can be created with up to 10 menu functions
- Wizards can be launched from the applications' menu
- As Wizards are executed, each step is displayed on the screen and it can be aborted at any time

Accessing the A/R Wizard Functions

From the A/R menu, click on **Wizards** to display the drop-down menu. Select **Wizard Manager** to maintain your Wizards, or if any are defined, click to launch.



Processing Tip

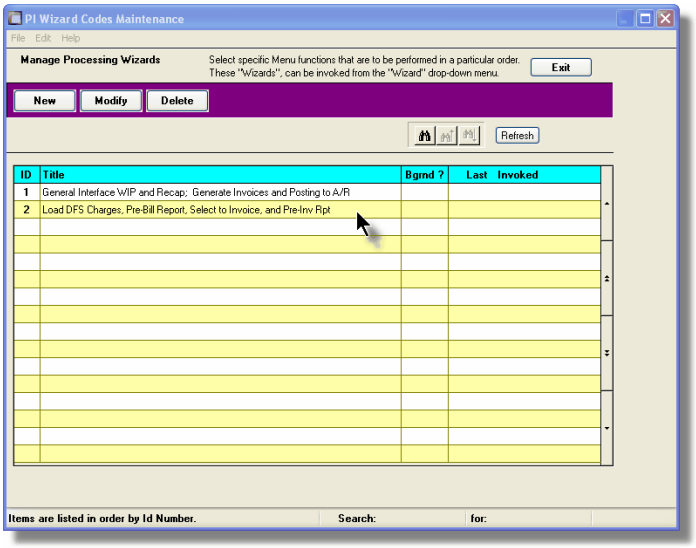
If in a given application there are a series of menu items that are always performed, a Wizard may be created that will automatically launch each of these steps.

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5.7.1 Maintaining Your Wizards

Wizard Manager Grid Screen

Maintenance of the Wizards is done with a Series 5 grid screen.



"Fast Buttons"	
New	Add a new Wizard
Modify	Modify the Wizard highlighted in the grid
Delete	Delete the Wizard highlighted in the grid

Building a New Wizard

Setting up a Wizard consists of two basic parts. First, enter it's properties, then secondly, define each of the application's menu items that are to be executed by the wizard.

1. In the grid, click on the **New** button in the "Fast Button" frame.
2. The **Properties** screen will be displayed.
3. Enter a Wizard #, description, and any instructions to be displayed when it executes.
4. Click the **Next >** button at the bottom of the screen to proceed to the next tabbed sub-screen to define each step to be performed.
5. The **Processing Steps** grid screen will be displayed.
6. Click the New button to display a screen listing each of the possible menu items that can be used by the Wizard.
7. Select the item from the list and click the **OK** button. Each item selected will be displayed in the **Processing Steps** grid.

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Modify an existing Wizard

1. In the grid, navigate to the row displaying the wizard that is to be modified.
2. Double-click the row, ... or right-click the row to have a drop-down menu displayed, then click **Modify**, ... or click on the **Modify** button in the "Fast Button" frame.
3. The Wizard Properties sub-screen is displayed with two tabbed sub-screens. Make the necessary changes to either sub-screens, and click the **Update** button to proceed.

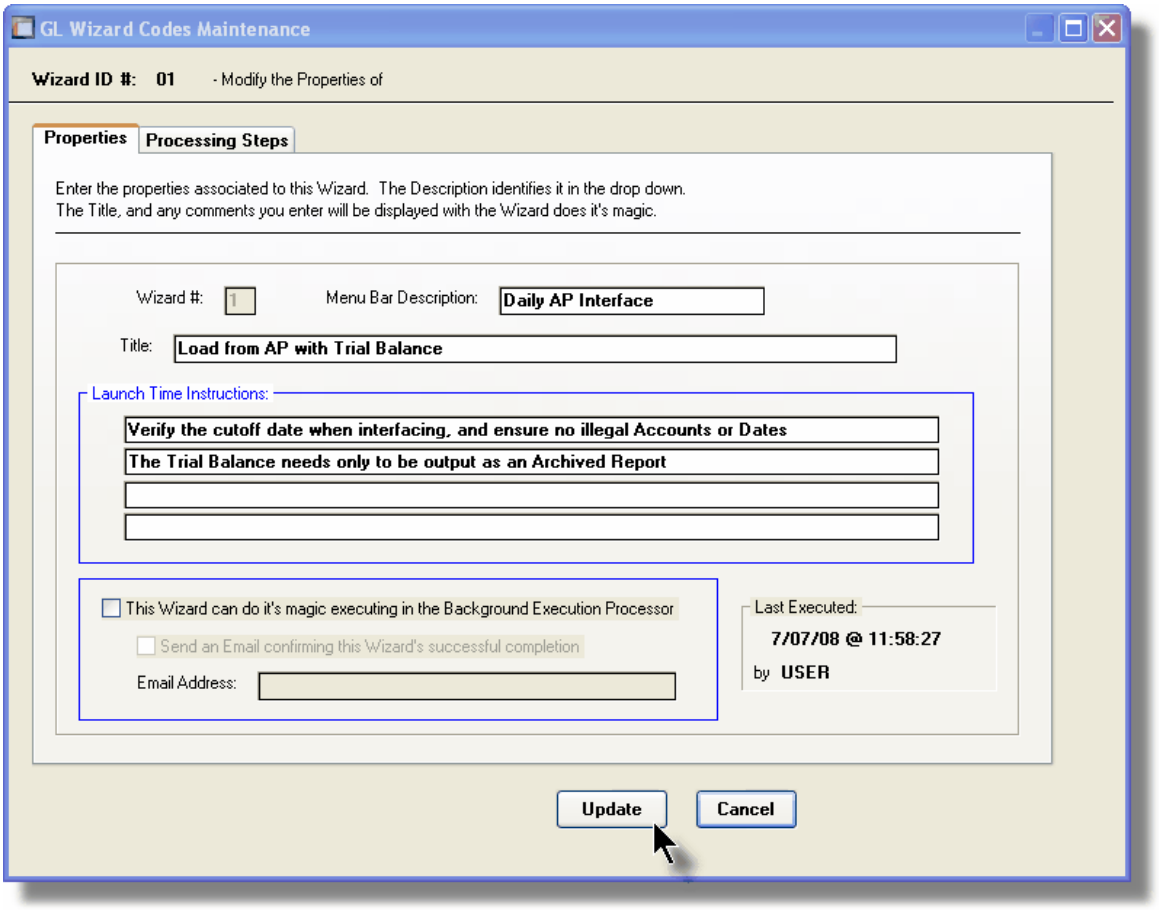
Delete an existing Wizard

1. In the grid, navigate to the row displaying the wizard that is to be modified.
2. Double-click the row, ... or right-click the row to have a drop-down menu displayed, then click **Modify**, ... or click on the **Modify** button in the "Fast Button" frame.
3. The Wizard Properties sub-screen is displayed with two tabbed sub-screens. Make the necessary changes to either sub-screens, and click the **Update** button to proceed.

Wizard Properties tab Screen

The Properties screen displays those fields used to identify it, and displayed when used.

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Wizard Properties Screen Field Definitions

Wizard # **9(2)**

This is a unique # used to identify the wizard.

Menu Bar Description **X(25)**

This is the description that will be displayed on the applications menu.

Title **X(70)**

This is a title that is displayed on the Wizard's execution screen.

Launch Instructions **4 lines of X(90)**

These instructions are displayed on the Wizard's execution screen

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Background Execution *check-box*

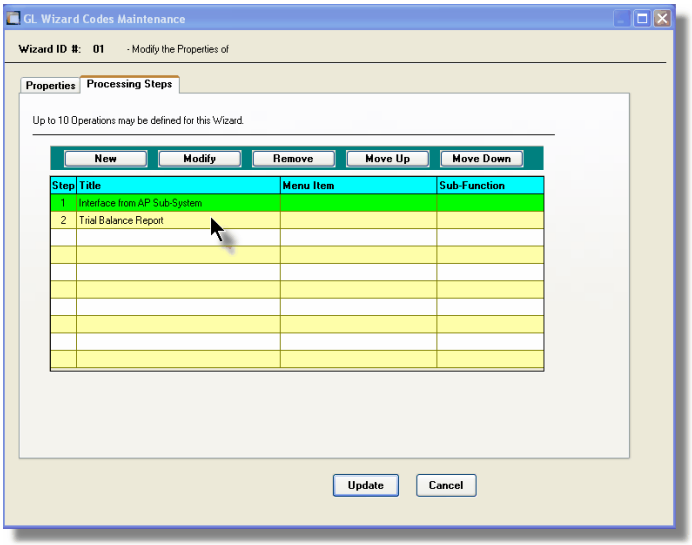
Set to determine whether or not the Wizard can be executed in the Series 5 Background processor. *(The feature associated to this field has not yet been implemented).*

Confirmation Email *check-box and X(40)*

Set to have an email sent when the wizard is finished processing. *(The feature associated to these fields has not yet been implemented).*

Wizard Processing Steps tab Screens

The Processing Steps screen is a grid that displays each of the the menu items that are executed by the Wizard.



"Fast Buttons"	
New	Add a new Process Step
Modify	Modify the Process Step highlighted in the grid
Remove	Delete the Process Step highlighted in the grid
Move Up	Shift the highlighted Process Step up 1 row in the grid
Move Down	Shift the highlighted Process Step down 1 row in the grid

.

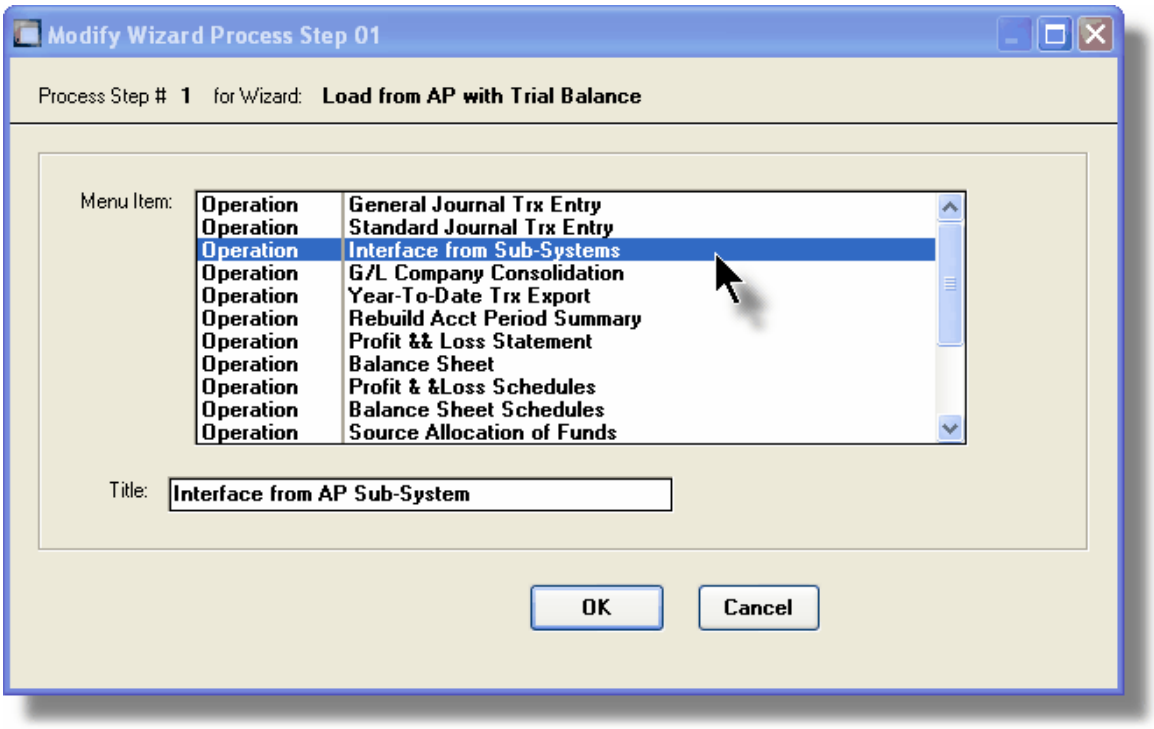
The following functions are provided for using the push-buttons:

- ❑ New - To add a new step to the table
- ❑ Modify - To change the currently selected grid item
- ❑ Remove - To delete the currently selected grid item

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- ❑ Move Up - To move the currently selected grid item up in the table
- ❑ Move Down - To move the currently selected grid item down in the table

The following screen is provided for selection of each step. The items listed are those A/R system menu items that have been configured to be executed using the Wizard.



Wizard Steps Screen Field Definitions

Menu Item **list-box**

The list is made up of those menu items that may be selected as a step by the Wizard.

Title **X(40)**

This is the title of the processing step. This field defaults to the name used in the applications' menu. It may be changed.

Grid Display Search Options

You may search for specific records displayed in the grid using a number of relevant fields.

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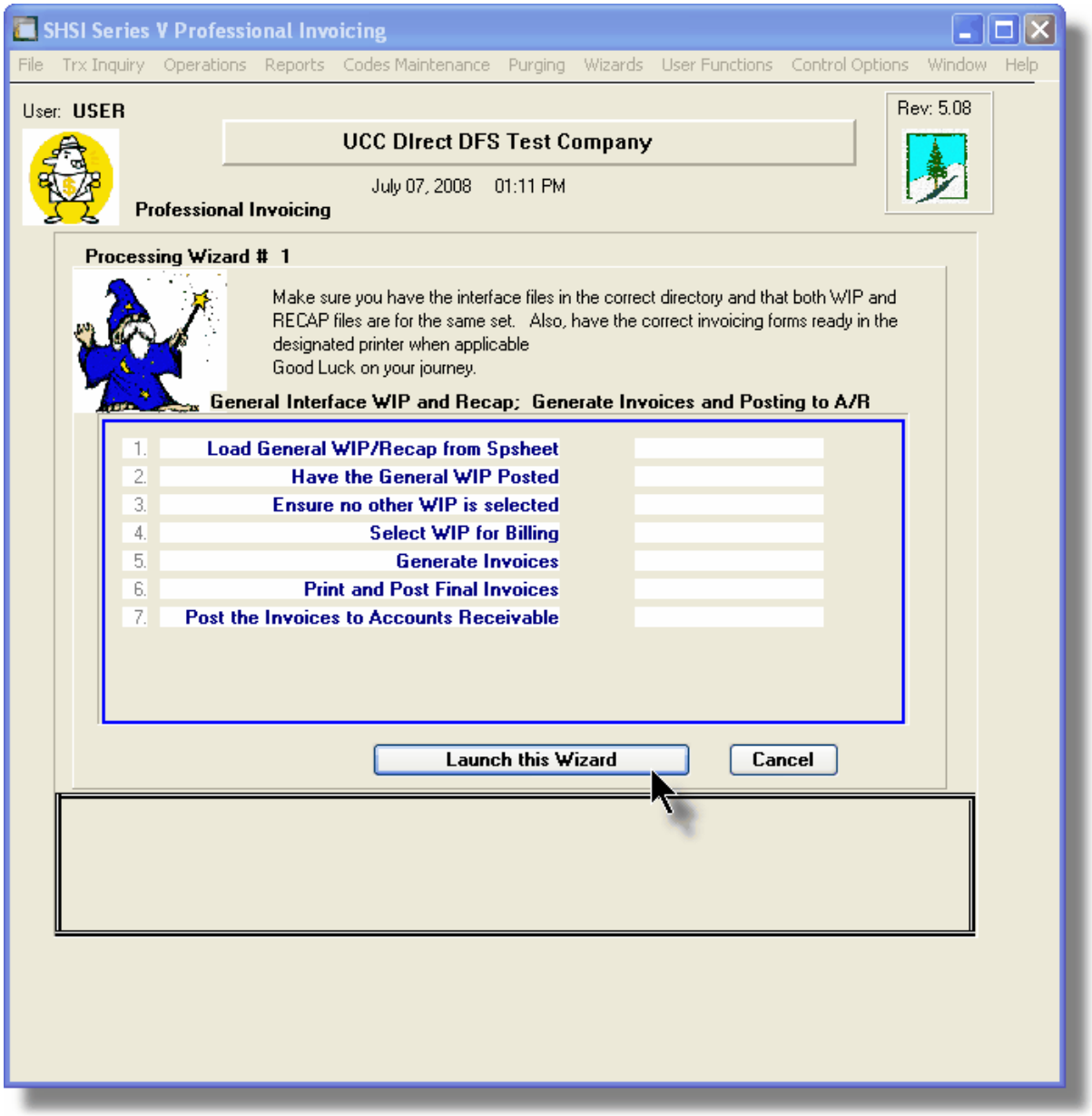
Click on the  Search icon.
A search string may be entered for the following fields:

- Title
- Wizard ID #

5.7.2 Wizard Execution Screen

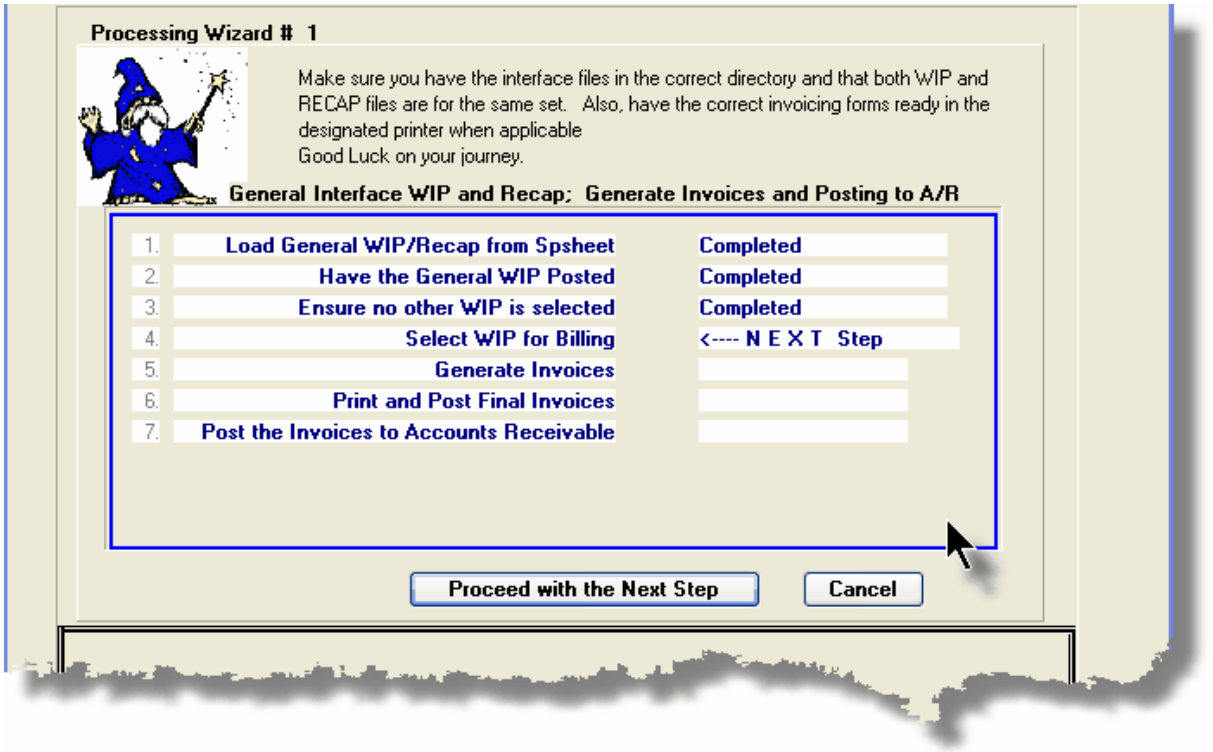
When a Wizard is launched from a given applications' menu, the following screen is displayed.

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Click on the **Launch this Wizard** push-button to have it started. As each step is executed it's status is displayed in the table.

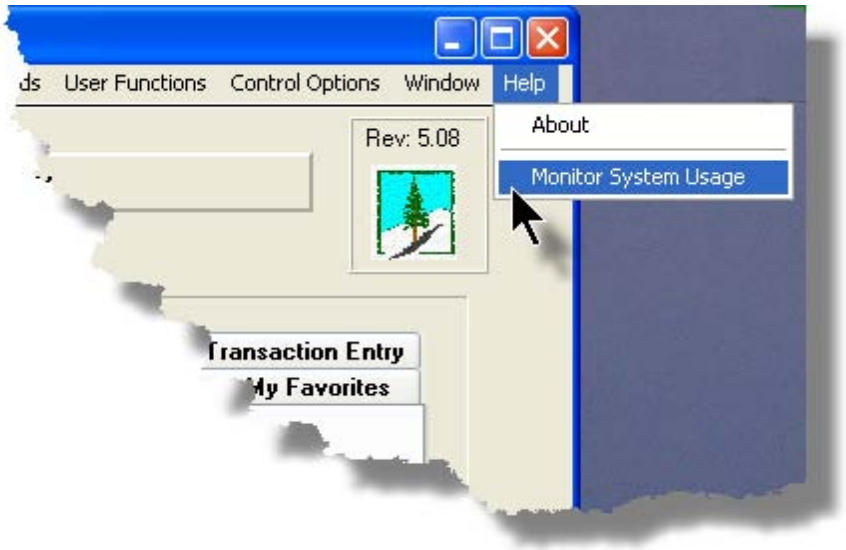
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As each step is finished, you must click on the **Proceed with the Next Step** button, or you can abandon the Wizard by clicking on the **Cancel** push-button.

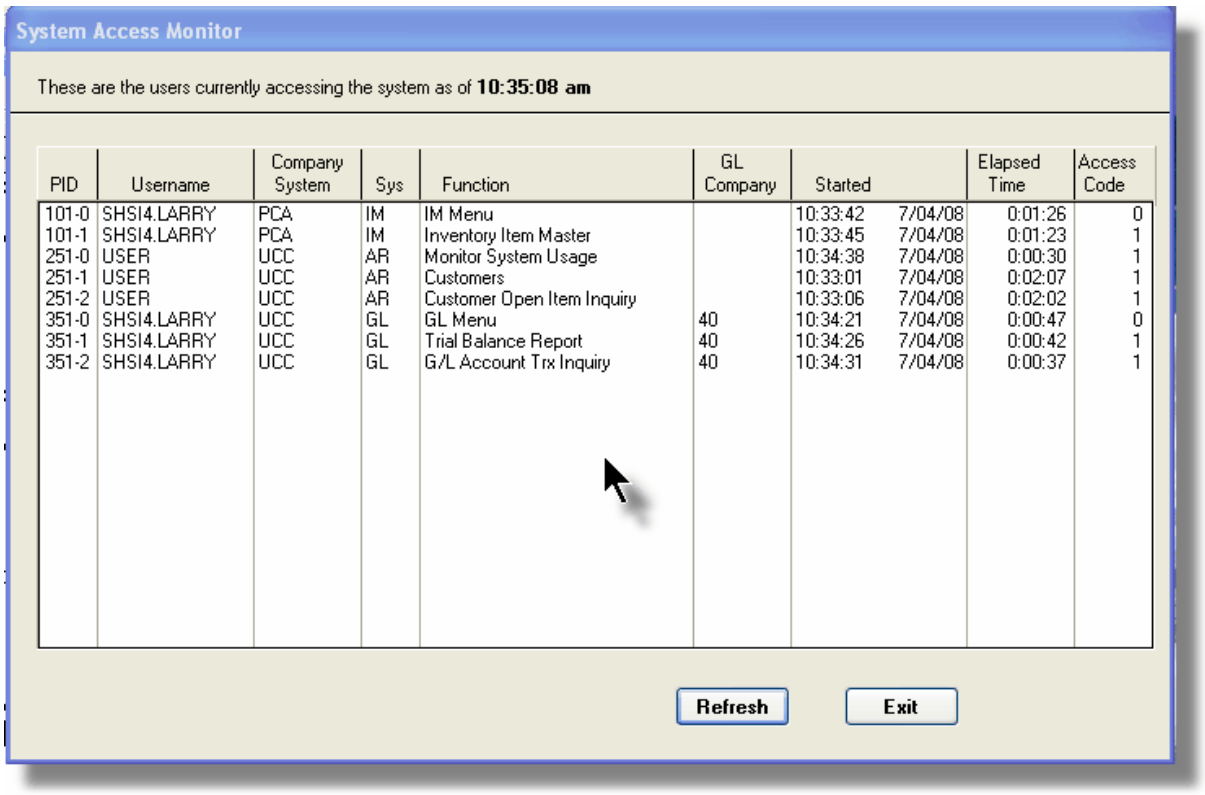
5.8 Monitor System Usage

TheSeries 5 keeps track of which users are currently logged into the system, and what menu function they are executing.
This screen may be displayed by selecting Monitor System Usage from the drop-down menu under any applications' menu bar that contains Help as a topic.



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The following is an example of the Monitor display screen:



Processing Tip

Should you discover that there are items listed, but you know that there are no users in the system, ask your Systems Manager to purges these records. (There is a System Maintenance function that will delete all the records used in displaying the items on this screen).

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Part



6 Accounts Receivable Menu Functions

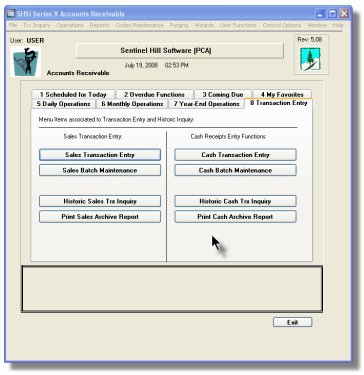
All functions for the A/R system can be accessed from the menu bar at the top of the menu screen.

They are divided into types of functions. Each section following describes each set of common types of functions.

6.1 The A/R Menu

The Accounts Receivable Menu screen provides your access to all functions offered in the A/R system.

Accounts Receivable Main Menu



- All functions associated to the Series 5 Accounts Receivable system are available from this screen
- Each function can be found within the sub-menu displayed under the menu-bar associated to the type of the function
- A number of tab sub-screens are available from which associated functions may be selected
- If menu functions have been set up to be scheduled, they may appear within tabbed sub-screens labeled **Scheduled for Today**, **Overdue Functions**, or **Coming Due**
- The **My Favorites** tab sub-screen will have any menu-functions that have been so define by the User Access Privileges function that may have been set up by your Systems Manager or Gate Keeper
- You can select up to 9 menu item functions at a time, each executing in their own window
- Access to specific menu items may be granted or denied from the User Access privileges function. ***(Those functions that you are denied access to will be displayed in the drop-down menus as dimmed items)***

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Menu Bar Headings

The menu bar is divided into major categories of functions. *(Follow the link in each item below for further information on each function).*

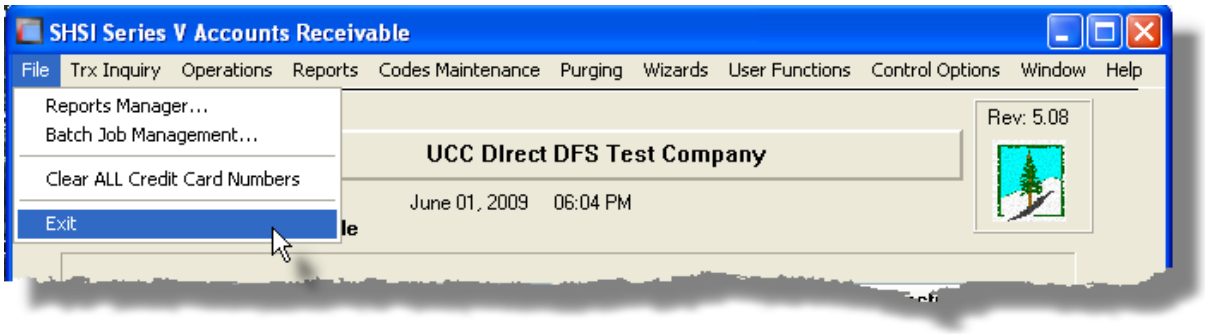
File	For accessing the Archived Reports Manager, and the Batch Job Processor utilities.
Trx Inquiry 158	For those functions that provide inquiry to assorted historic transactions and/or analysis.
Operations 198	For those menu items that provide basic operational functions.
Reports 322	For generating all the reports associated to the Accounts Receivable system.
Codes Maintenance 388	Those menu items for maintaining the assorted master codes used in the Accounts Receivable system.
Purging 466	Those menu items for Purging outdated historical transaction records used in the Accounts Receivable system.
Wizards 142	For user defined Wizards.
User Functions	For menu items to launch user defined programs or Windows utilities. (Refer to the Systems Management Help for details on setting up)
Control Options 473	For setting up control preferences and User Access rights to the Accounts Receivable system.
Window 47	For managing the multi-threaded windows that might have been activated by the user.
Help	Basic help, and a function to display those users currently in the Series 5 system.

6.2 File Management

The topics in this chapter describe functions and procedures that are a available under the **File** drop down menu on the Accounts Receivable menu. These menu items are used to perform assorted File Processing type functions. In particular, the function to access and view Archived Reports is found here.

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These functions are available from the A/R Menu Bar as shown:



6.2.1 Clear All Credit Card Numbers

This Accounts Receivable function is used to clear those data fields from assorted data files that would be considered sensitive. In particular, Credit Card Numbers that have been recorded for all prepaid invoices entered into the A/R system will be cleared.

Some points to note when having Credit Card Numbers cleared:

- When a Credit Card field is cleared, it is assigned a code of **xxxx-xxxx-xxxx-1111**.
- The Credit Card Expiry date is set to 12/06
- The function to clear the Credit Card Numbers should be executed at least every 6 months setting the cut-off date so that only the last 6 months of card #s are available. Note that in the A/R Inquiry functions, only the last 4 digits of the card number are displayed.
- The Credit Card number fields in Sales Transaction records ARE NOT ENCRYPTED.

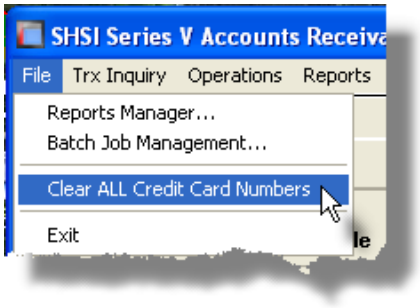
Caution

You may wish to retain the credit card information say for the past 6 months, in case there is a query. Note that for Sales transactions that originated from the Series 5 Professional Invoicing System, or from the Series 5 Customer Order Processing System, the first 12 digits of the credit card numbers were x'ed out. Executing this clear function basically clears the last 4 digits.

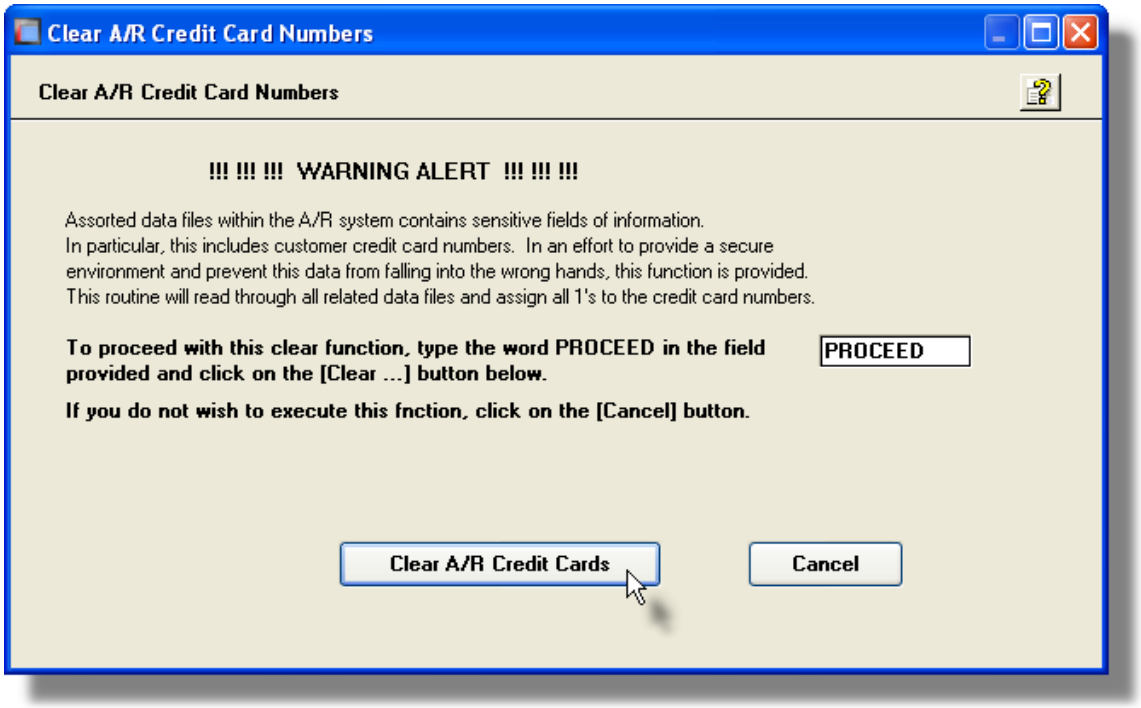
Accessing the Clear Credit Card Numbers function

From the A/R Main menu, select **Clear All Credit Card Numbers** from the **File** drop-down menu.

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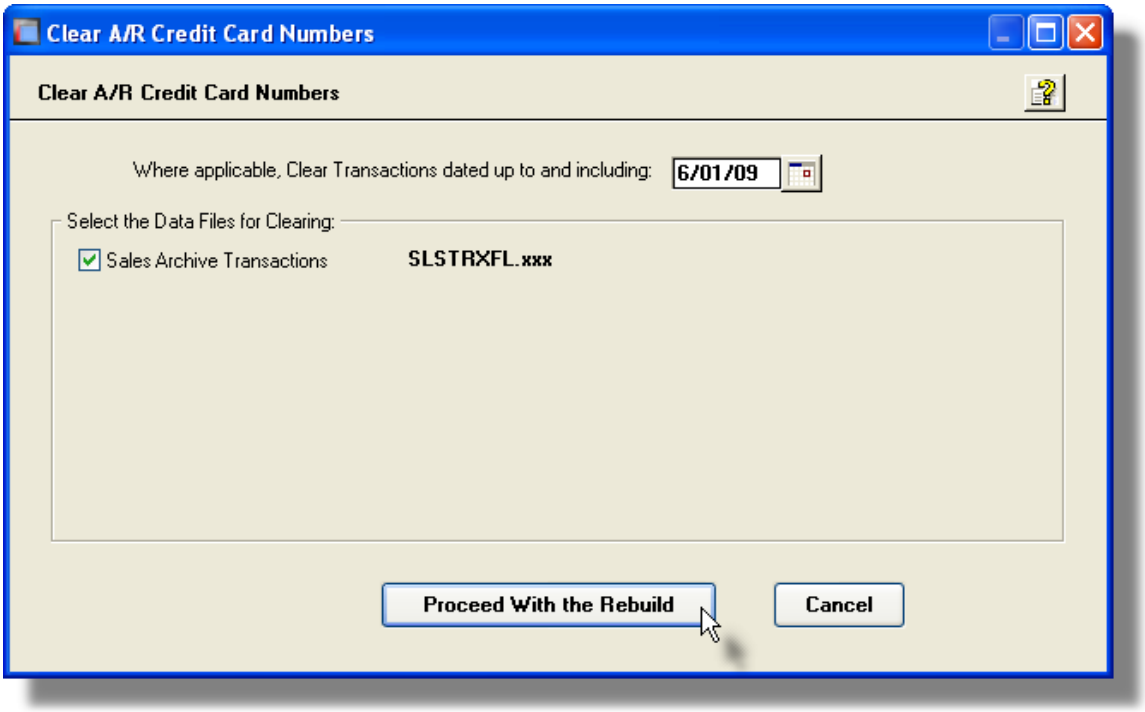
The following verification to proceed screen will be displayed. Type the word **PROCEED** in the field provided.



Clear Credit Card Numbers - Options Screen

The following screen is presented to enter the cut-off date, and to indicate which files are to be processed:

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Clear Credit Card Number Screen - Field Definitions

Clear Cutoff Date	***(mmddyy)***
For the Invoice History records, specify the cutoff date. All invoices that were prepaid with a credit card, dated on or before the date entered, will have their credit card number fields cleared. (The cutoff date does not apply to the Bill Code Credit Card Mappings file).	
Select Files for Clearing:	***check-boxes***
Set the check box for each of the files that are to be processed to have their credit card numbers cleared. By default, only the historic Invoice files are pre-checked. (You would not normally want to clear the active Invoices file, or to the Bill-Code Mapping file because for production purposes, their credit card fields are required for invoicing).	

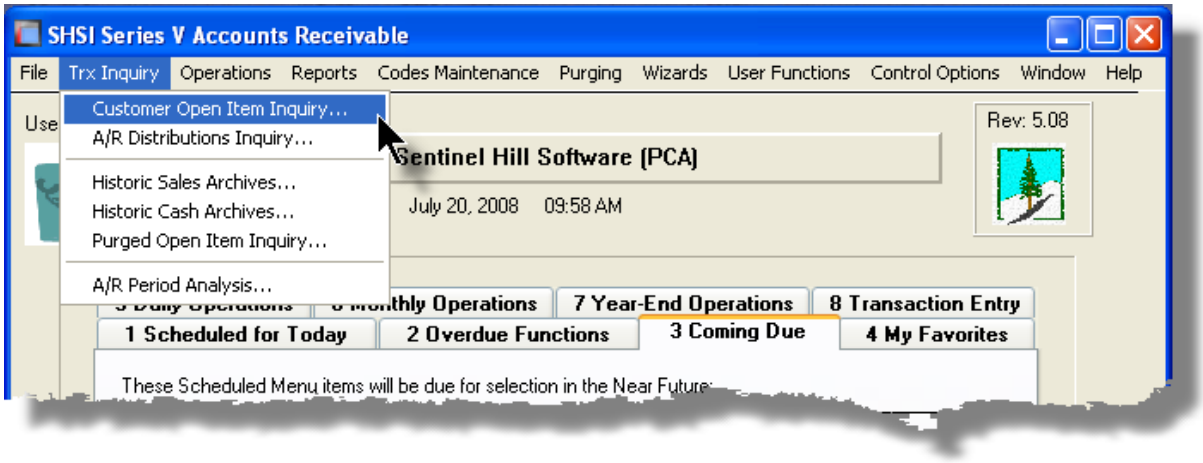
File	*Fields Cleared*
Archived Sales Transactions	• Credit Card numbers are set to **xxxx-xxxx-xxxx-1111** • Expiry dates are set to 12/06

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6.3 Inquiry Functions

The topics in this chapter describe functions and procedures that are a available under the **Trx Inquiry Options** drop down menu on the Accounts Receivable menu. These menu items are used to perform assorted screen inquiry functions. In particular, the function to query the Open Items, Check History and Invoice History of your Customers is found here.

These functions are available from the A/R Menu Bar as shown:



6.3.1 Customer Open Item Inquiry

The Customer Open Inquiry function provides easy access and display of the unpurged Open Items that have been recorded for a particular customer. It also offers a a function to adjust an items Apply-To Document Number. It provides for a variety of different ways of selecting and displaying the Customers and their respective items.

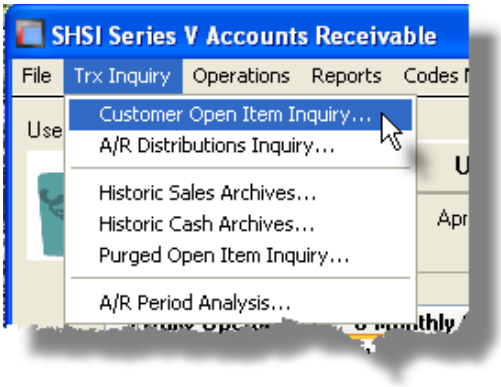
Some of the features of the Inquiry function are as follows:

- Items may be displayed for each Customer listed by Document Date, or Document Apply-To Number
- Customers may be selected or displayed by Customer Code or Customer Name
- Totals of each type of Open Item are displayed for each Customer
- The original document associated to an item may be displayed showing applicable revenue distributions or any payments that have been made to it
- Open Items may have they Apply-To Document numbers adjusted. In other words, Open Credits and unapplied payments can easily be assigned to specific Invoices
- All Open Items, regardless of Customer, may be displayed sorted by Document Number

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- Items for a selected Customer may be exported to an Excel spreadsheet, or printed in a report
- For each customer, a summary of Aged Totals along with their address, and contact information may be displayed

The Customer Open Items Inquiry function is launched from the A/R Menu's **Trx Inquiry** drop-down menu.



6.3.1.1 Open Items Inquiry Grid Screen

Open Items for a selected Customer are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items for a specific customer, selected either by Company name or be Customer code.

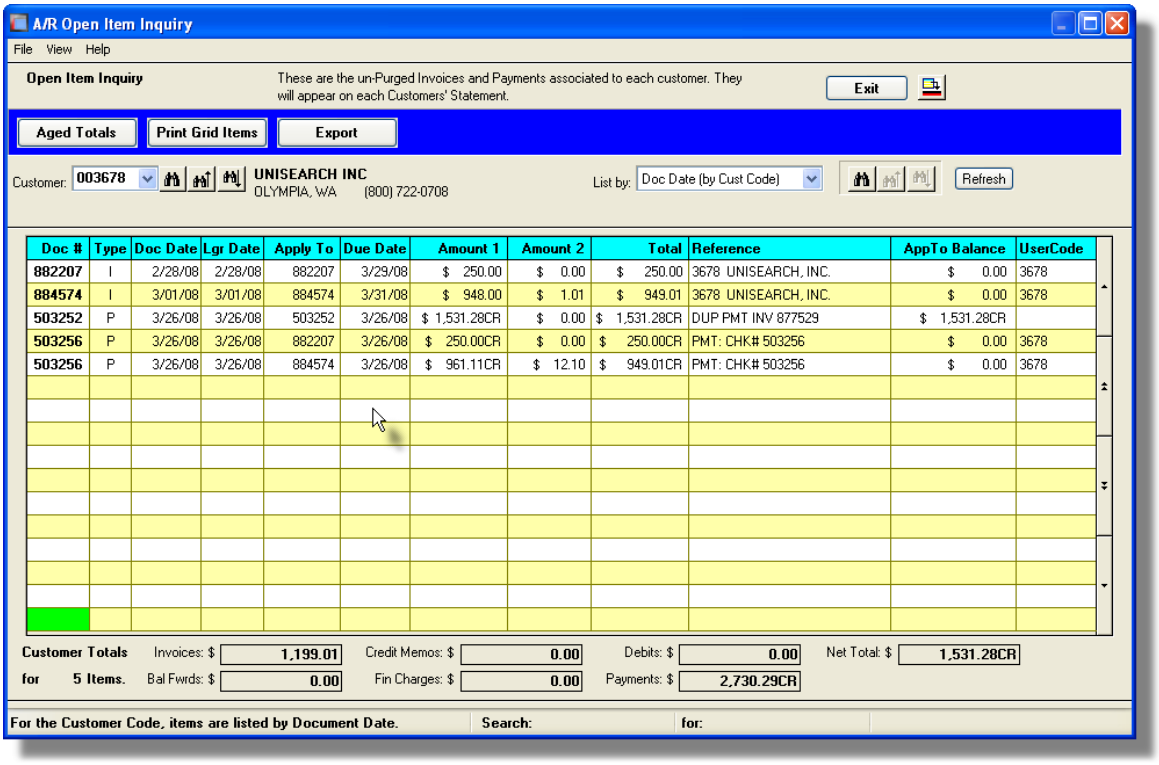
For the items that are presented, a number of applicable functions may be performed. By right-clicking on a particular row, a pop-up window will be presented, from which the following functions may be chosen:

- Display the details and the Revenue distributions that were recorded with the original entry of the Customer's Sales Transaction
- Change the document Apply-To Number

From the "Fast Buttons" frame, push buttons are provided that can be used to generate the an Aged Summary for the Customer, have a Customer's Open Items exported to a spreadsheet, or printed as a report.

Customer Open Items Inquiry Grid

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The "Fast Buttons" frame provides the push buttons to have items printed or exported, or to display an Aged Totals Summary screen for the selected Customer.

"Fast Buttons"	
Aged Totals	To have the items for the selected Customer totalled and displayed showing balances due for the standard aging periods. Other information such as Address, and Contact information is also displayed.
Print Grid Items Report	To have the items for the selected Customer printed to a report.
Export	To have the items for the selected Customer exported to either a tab-delimited file, or an Excel spreadsheet.

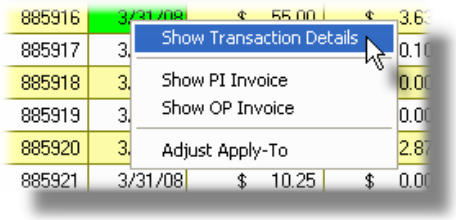
Some of the special features of this "Inquiry" grid are as follows:

➢ If any specific row is right-clicked, a pop-up menu is displayed. A number of functions may be performed associated	

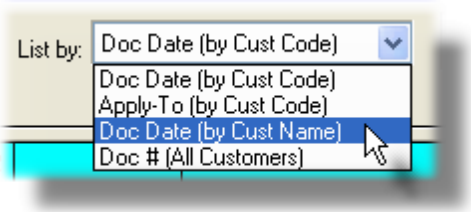
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to the selected Open Item.

- The function to change the Open Items' Apply-To number is presented in the pop-up menu.



- The option to **List By** provides the option to browse through the Customer's items either by Document Date, or Document Apply-To Number. In either case, the Customers are processed by Customer Code or Customer Name. Selecting Doc # (All Customers), lists all Open Items on file by Document # regardless of which Customer they belong to.



- A given Customer may be chosen either by entering their Customer Code, choosing it using the Lookup binoculars icon, or by having the next or previous Customer displayed that has open items. *(Click the binocular icon with the up/down arrow to display transactions that exist for the prior/next occurrence of that code on file)*.



- If available, Customer Notes may be displayed if the applicable icon is displayed below the Customer selection icons. Notes are created, and maintained by the



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Customer Maintenance function.	

If the function to have the grid items printed is selected, the report if archived, will be catalogued with a report name of **CUSTOPENS.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

6.3.1.2 Editing Apply-To Document Numbers

The Open Item's Document Apply-To Numbers can easily be edited. Some reasons whey you would want to edit the Apply-To:

- Open Credits on account for the customer may be applied to specific Invoices
- If a Cash Receipt was incorrectly applied to the wrong Invoice, it may be corrected
- If when a Credit was initially entered, it was not known to which Invoice it was to be applied to

Normally, Cash Receipts and Credit Memos are applied to specific Invoices by recording the appropriate Invoice Number into the Apply-To field of the payment or credit. Occasionally however, it may be necessary to have a single Credit document that applies to more than one invoice. If this was not done when the Credit was initially entered, this function offers a way to do it:

- The Credit Open Item is on file with an Apply-To that is typically it's own Document Number. Make a note of it.
- Edit the Document Apply-To of each Invoice to which the Credit is supposed to apply against with the Document Number of the Credit Open Item

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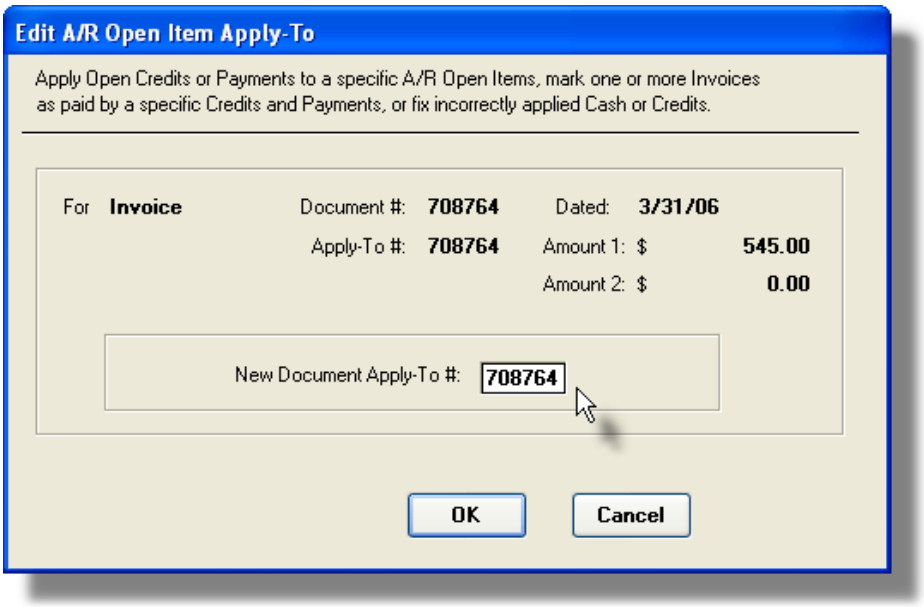
- When an A/R Aging report is printed, or Statements generated, the Open Credit will appear in the same aging period as the original Invoice.
- If the sum of all Open Items with the same Apply-To Number equals ZERO, they will be cleared from the system when the Purge Accounts Receivable 288 function is next executed.

Applying Open Credits using Cash Receipts Entry Function

Editing the Apply-To Document Numbers using this function is not the preferred method for re-distributing Open Credits for a customer. This can also be accomplished using the Cash Receipts Entry function 230. The Cash Entry function approach is more formal, provides the ability to apply the credits to more than one invoice, and provides a register for an audit trail of the process.

Apply Open Credits (Edit Document Apply-To) - Screen

The following screen is presented to have an Open Item's Apply-To Number edited:



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Apply Open Credits (Editing Document Apply-To's) Screen - Field Definitions

New Document Apply-To #	*9(8)*
Enter the new Apply-To Number.	

6.3.1.3 Exporting Customer Open Items

Once a Customer has been selected, all their Open Item's can be easily exported to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. Click on the Export button displayed in the "Fast Buttons" frame of the grid screen.

The Export Options tab screen will be displayed, from which you can select to direct the output to an MS Excel spreadsheet, CSV text file, or a Tab-delimited text file. *(Refer to the topic titled Data Export Functions 94 for full details).*

The following fields are output:

Column #	*Excel Column*	*Field*	*Format*
1	A	Customer Code	X(6)
2	B	Document Date	MM/DD/YY
3	C	Ledger Date	MM/DD/YY
4	D	Document Number	9(8)
5	E	Transaction Type	X(1)
6	F	Apply-To Number	9(8)
7	G	Due Date	MM/DD/YY
8	H	Amount-1	-9,999,999.99
9	I	Amount-2	-9,999,999.99
10	J	Reference Memo	X(30)
11	K	A/R User-Code	X(6)
12	L	Document Total	-9,999,999.99
13	M	Apply-To Balance	-9,999,999.99

The output file, by default is named **CustOpenItems.XLS**

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6.3.2 A/R Distributions Inquiry

The A/R Distribution Inquiry function provides easy access and display of the distributions that have been generated from the Series 5 Accounts Receivable, Customer Order Processing, Professional Invoicing, Inventory Management and Miscellaneous Invoicing systems. Detail distributions for each G/L account may be viewed within a grid screen, output to a report, exported to spreadsheet and/or purged. It provides for a variety of different ways of selecting and displaying the each G/L Account along with their respective distributions.

Some of the features of the Inquiry function are as follows:

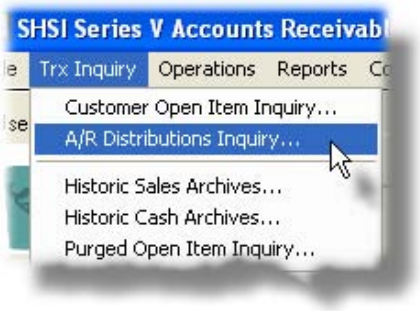
- Specific Types of Distributions may be selected for display
- G/L Accounts may be selected to have their Distributions displayed
- A function is provided that will compute the total Debits and Credits for each type Distribution using a variety of assorted filters
- A function is provided that will export distributions to an Excel spreadsheet, or a tab-delimited text file
- The A/R Distribution report may be generated from the inquiry grid screen

A/R Distributions

ONLY those distributions that have NOT been interfaced to the G/L system are available for display.

Once interfaced to the G/L they should be deleted so as to ensure that they will not be interfaced a 2nd time. ***(An option is provided with the interface function to have them automatically deleted)***.

The A/R Distributions Inquiry function is launched from the A/R Menu's **Trx Inquiry** drop-down menu.



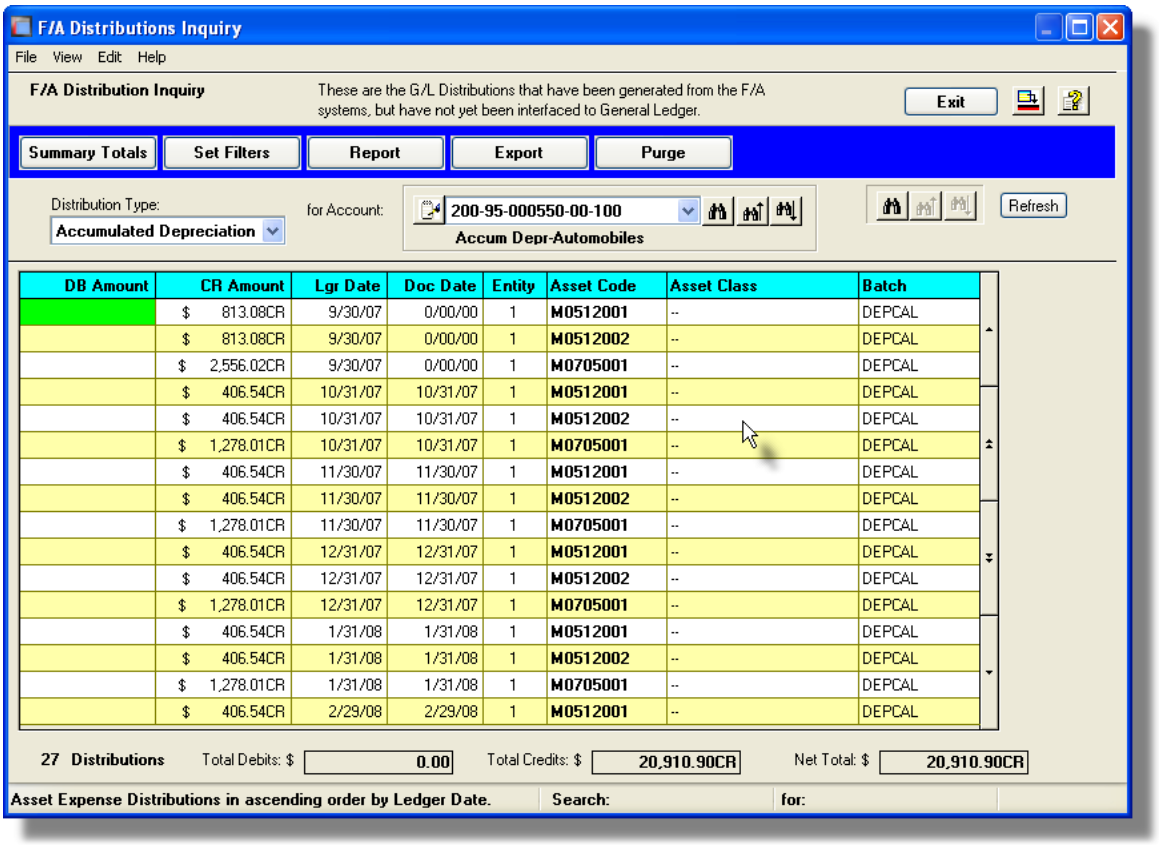
6.3.2.1 Distributions Inquiry Grid Screen

A/R Distributions for a selected G/L Account for selected Types, are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items for a specific G/L account number.

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From the "Fast Buttons" frame, push buttons are provided that can be used to display Distribution Type Totals, Set Display Filters, generated an A/R Distribution Report, have items Exported, and have items Purged.

A/R Distributions Inquiry Grid



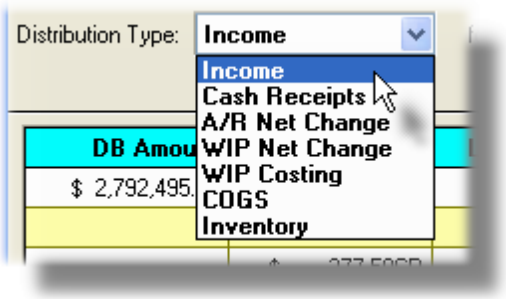
The "Fast Buttons" frame provides the push buttons to have items printed, purged, exported, or to display a Distributions Type Summary screen.

"Fast Buttons"	
Summary Totals	To have a Distributions Type Totals summary screen displayed. Filters may be specified to select only those distributions based on a variety of criteria.
Set Filters	To have a number of different filters set to limit the distributions that are displayed to the grid.
Report	To have an A/R Distribution Report generated.
Export	To have the distributions for a selected date range exported to either a tab-delimited file,

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	or an Excel spreadsheet. The exported file, as an option, may be automatically emailed to a specified recipient.
Purge	To have distribution records purged. A range of dates may be entered thus purging only those items up to a specified date. ***(You would only have to use this function if distributions are NOT interfaced to the Series 5 G/L system)***

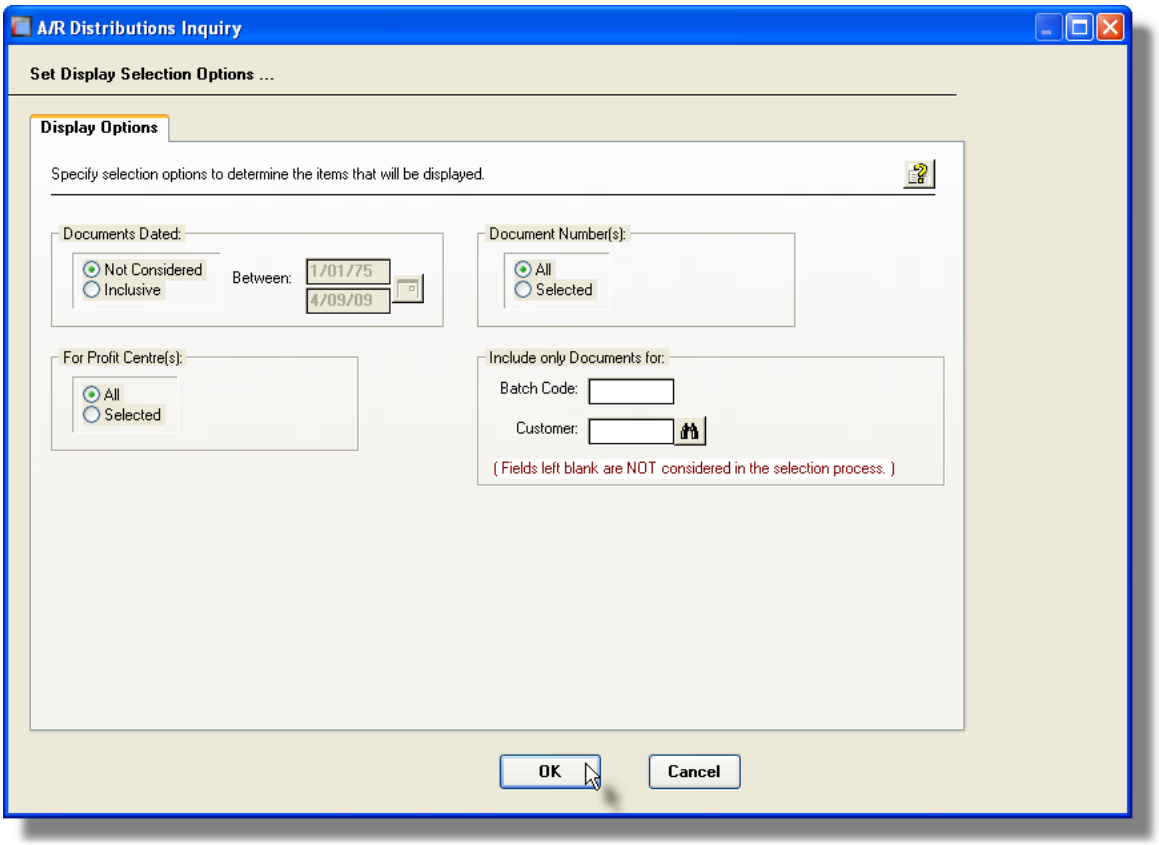
Some of the special features of this "Inquiry" grid are as follows:

➢ Select the **Distribution Type** for the types of Distributions that are to be displayed. Once chosen, then specific accounts may be selected to have their Distributions displayed.	
➢ A given G/L Account may be chosen either by entering it's account number directly, choosing it using the Lookup binoculars icon, or by having the next or previous G/L Account displayed that has distributions on file. *(Click the binocular icon with the up/down arrow to display transactions that exist for the prior/next occurrence of that code on file)*.	

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6.3.2.2 Inquiry Display Filters

To limit the distributions that are to be displayed to the grid, the following screen is displayed to offer a number of different filters:



Grid Display Filters Screen - Field Definition

Distributions with Ledger Date	***radio-buttons and (mmddyy)***
Select to have All distributions listed regardless of their Ledger Date; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
For Profit Center(s)	***radio-buttons and 9(5)***
Select to have All distributions listed regardless of their Profit Centers; or only those for a given range of Profit Centers. If an inclusive range is selected, enter the starting/ending Profit Centers.	

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Distributions for Documents Number(s)	***radio-buttons and 9(8)***
Select to have All distributions listed regardless of the document number they were generated for; or for only those that fall within a range of document numbers. If a range is selected, enter the starting/ending document numbers.	
Include only Documents — for Batch Code	***X(6)***
To have only those distributions listed that were recorded for transactions entered under a particular A/R Batch code. *(Leave the field blank if it is not to be considered as a selection filter)* .	
Include only Documents — for Customer Code	***X(6)***
To have only those distributions listed that were recorded for transactions entered for a particular Customer. *(Leave the field blank if it is not to be considered as a selection filter)* .	

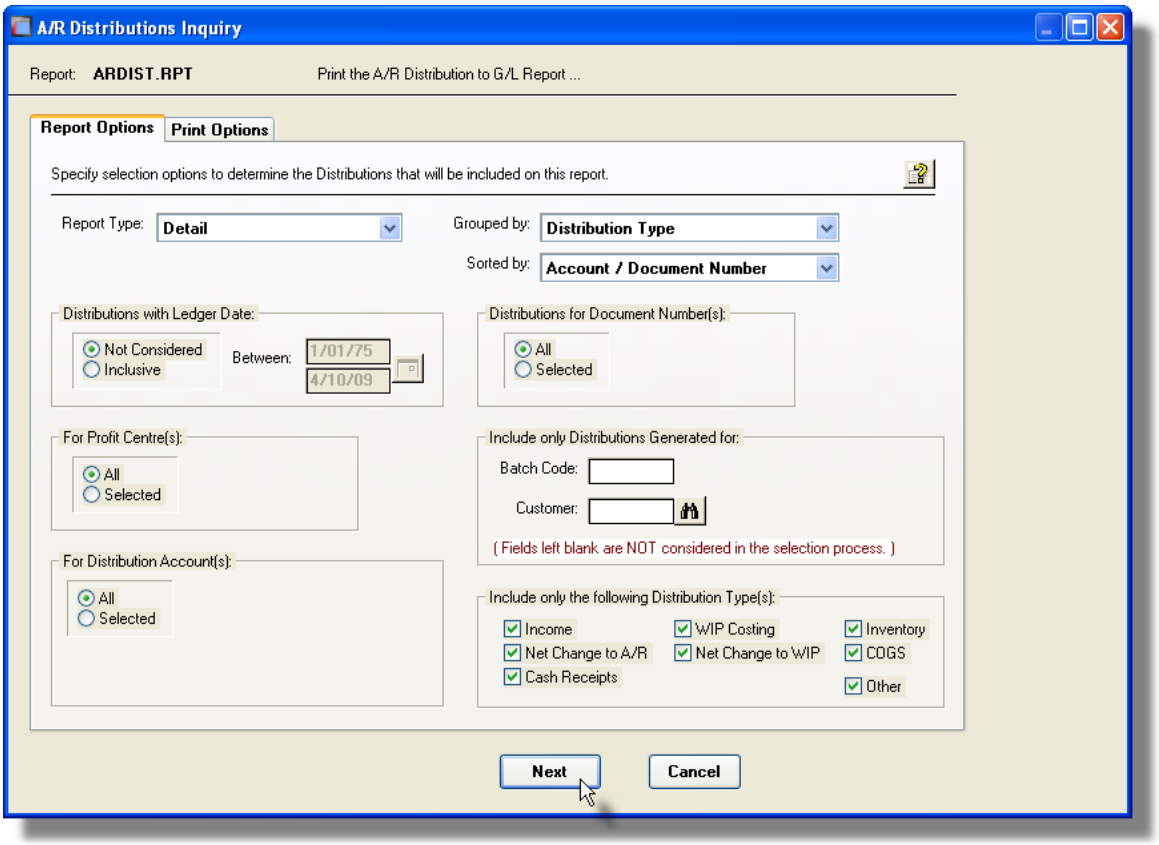
6.3.2.3 A/R Distribution Report

The A/R Distribution report lists all the distributions that have been generated from the Series 5 Accounts Receivable, Customer Order Processing, Professional Invoicing, Inventory Management and Miscellaneous Invoicing systems, that have not yet been interfaced to the General Ledger system. Distributions for a given G/L Account are listed together, but accounts may be sorted and/or grouped using a variety of different criteria. As well, assorted filters may be applied to limit the items that are listed in the report.

A Distribution report may be generated at any time. It should always be produced prior to interfacing the A/R distributions into the G/L system.

> **When Interfacing to G/L**
>
> When distributions are interfaced to the G/L system, they are normally purged from the A/R system. **(They always should be purged when interfaced to G/L)**. Once items are interfaced, they no longer will be available for listing on the A/R Distribution report.

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The report generated, if archived, will be catalogued with a report name of **ARDIST.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

Distribution Report Options Screen - Field Definition

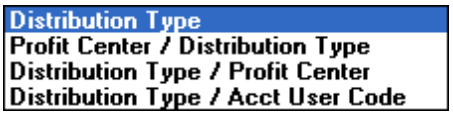
Report Type	***drop-list***
Select whether the report is to be generated in Detail or Summary. • For "Detail", each distribution for each G/L Account is listed • For "Date Summary", debit and credit totals are reported for each G/L Account for each date • For Account Summary", debit and credit totals are reported for each G/L Account.	Detail Summary by Date Summary by Account

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For each type of report, a summary is printed at the end listing the total Debits, total Credits, and the Net Change for each Type of Distribution on file.

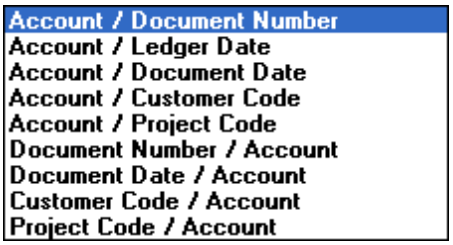
Distributions Grouped By — *drop-list*

When the report is printed, the Accounts will be grouped based on their respective Types of Distributions. Sub-totals are printed for each grouping.



Distributions Sorted By — *drop-list*

When the report is printed, the Distributions may be sorted with sub-totals printed, in a variety of different ways.



Distributions with Ledger Date — *radio-buttons and (mmddyy)*

Select to have All distributions listed regardless of their Ledger Date; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.

For Profit Center(s) — *radio-buttons and 9(5)*

Select to have All distributions listed regardless of their Profit Centers; or only those for a given range of Profit Centers. If an inclusive range is selected, enter the starting/ending Profit Centers.

For Distribution G/L Accounts — *starting/ending 9(18) - 9(5)*

If you wish to only list distributions for a range of accounts, (or a single account), click the Selected radio-button. You may then enter Starting and Ending G/L Account numbers. To revert back to All accounts, click the ALL icon.

Distributions for Documents Number(s) — *radio-buttons and 9(8)*

Select to have All distributions listed regardless of the document number they were generated for; or for only those that fall within a range of document numbers. If a range is selected, enter the starting/ending document numbers..

Include only Distributions — for Batch — *X(6)*

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Code	
To have only those distributions listed that were recorded for transactions entered under a particular A/R Batch code. *(Leave the field blank if it is not to be considered as a selection filter)* .	
Include only Distributions — for Customer	***X(6)***
To have only those distributions listed that were recorded for transactions entered for a particular Customer. *(Leave the field blank if it is not to be considered as a selection filter)* .	
Include only Distributions — for Type(s)	***check-boxes***
A check-box is presented for each of the types of Distributions that may be generated in the A/R system. Click-or un-click to have the particular type listed or not, in the report.	

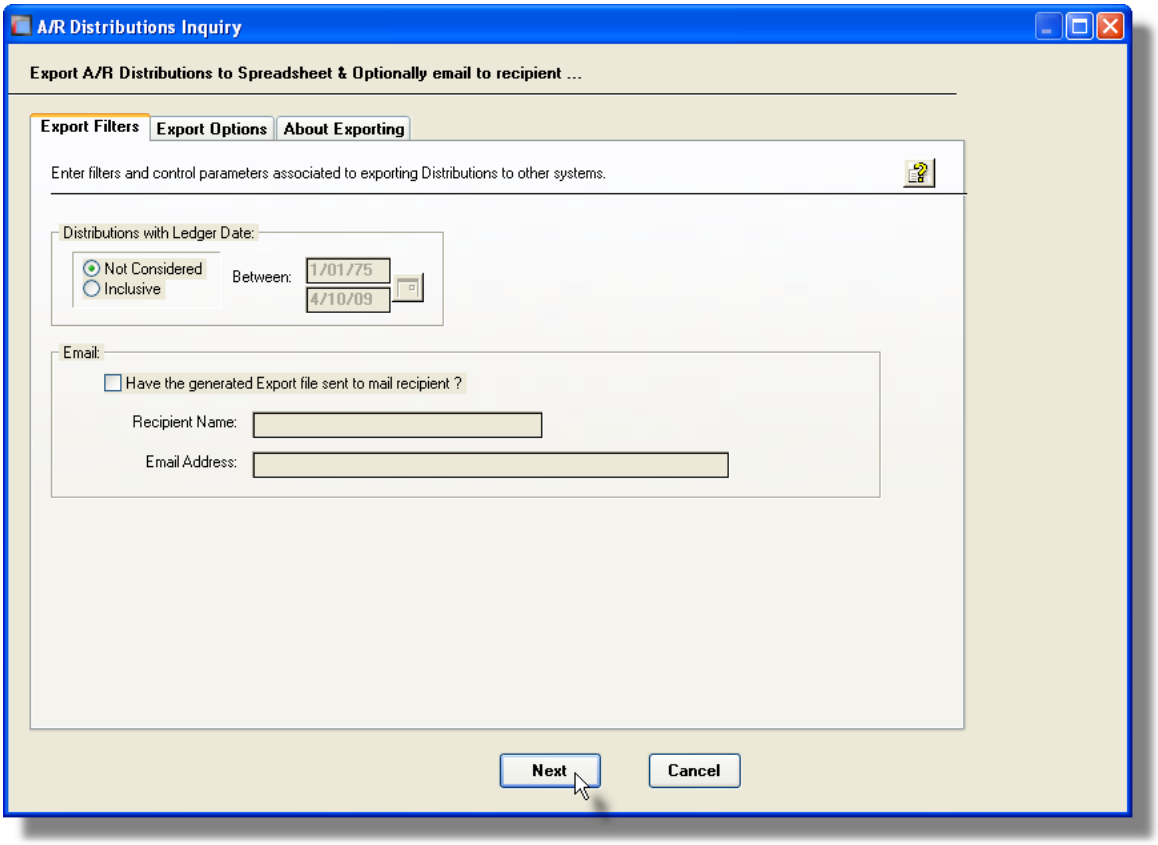
6.3.2.4 Distributions Export

This function is provided so that A/R Distributions may be exported to either an MS Excel spreadsheet, or a tab-delimited text file. These files might then be interface to another third-party General Ledger system, or to a Series 5 General Ledger system at perhaps the head office.

The Export Options tab screen will be displayed, from which you can select to direct the output to an MS Excel spreadsheet, CSV text file, or a Tab-delimited text file. *(Refer to the topic titled* *Data Export Functions* 94 *for full details).*

As well, the option to have the exported file emailed is provided.

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Distribution Export Options Screen - Field Definition

Distributions with Ledger Date	***radio-buttons and (mmddyy)***
Select to have All distributions exported regardless of their Ledger Date; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
Email	***check-box***
If after the export file has been created, you wish to have it automatically emailed, set the check box. Enter the Recipient's Name and email Address.	

Distribution Export Data Format

The following fields are output to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The output file, by default, is named **ARDist_XXXXXX_yyyymmdd.XLS** where **XXXXXX** is the Series 5 Company system code, and **yyyymmdd** is the cut-off date for

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the range of Ledger Dates selected.

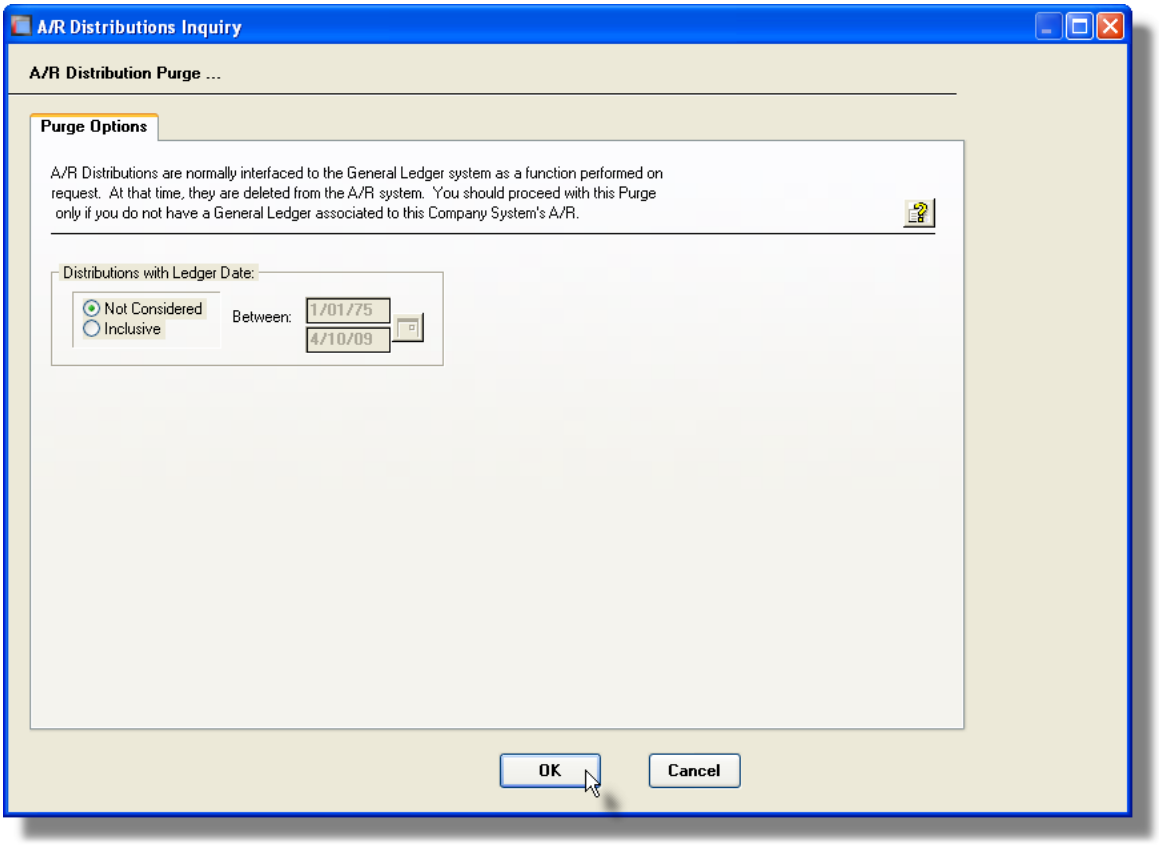
Column #	*Excel Column*	*Field*	*Format*
1	A	* G/L Account Main Segment-1	9(i)
2	B	* G/L Account Main Segment-2	9(i)
3	C	.....	9(i)
4	D	G/L Account Profit Center	9(5)
5	E	Ledger Date	MM/DD/YY
6	F	Document Date	MM/DD/YY
7	G	Distribution Amount	-99,999,999.99
8	H	Distribution Type	X(4)
9	I	Sub-Ledger Project	X(10)
10	J	Narrative	X(30)
11	K	Reference Batch Code	X(6)
12	L	Reference Document #	9(10)
13	M	Reference Customer Code	X(6)
14	N	Customer Name	X(40)

* Each segment of the G/L Account's Main number is output into it's own column.

6.3.2.5 Distributions Purge

This function is provided in the event that the A/R system is being used without the Series 5 General Ledger system. As such, distributions would either be listed in a report, or exported, but not interfaced to the Series 5 General Ledger, and hence, not automatically purged.

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Distribution Purge Options Screen - Field Definition

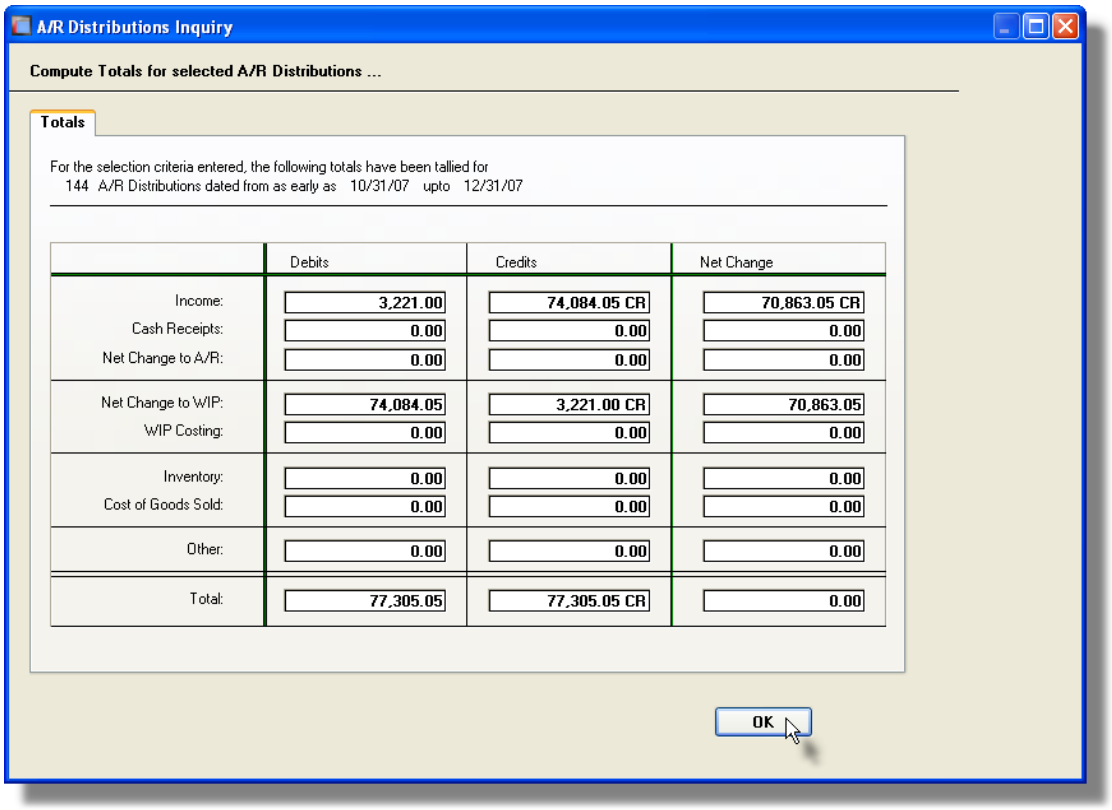
Distributions with Ledger Date	***radio-buttons and (mmddyy)***
Select to have All distributions deleted regardless of their Ledger Date; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	

6.3.2.6 Summary Totals Display

This function accumulates totals of each of the Distributions Types that are generated within the A/R system. It displays total Debits, total Credits, and the Net Change for the range of distributions satisfying the filters selected.

The following screen is displayed:

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6.3.3 Historic Sales Archives Inquiry

All A/R Sales Transactions entered are recorded in the Sales Transaction Archives files. These include regular Invoices, Prepaid Invoices, Credits and Debits. These Archives are kept on the system until purged.

They are utilized for the following functions:

- Inquiry – the original transaction may be viewed, along with the expense distributions recorded
- Reporting – a report similar to the A/R Sales Transactions Posting Journals may be generated
- Analysis – the A/R Period Analysis Inquiry/Report function reads these records to accumulate it's totals

Some of the features of the Inquiry function are as follows:

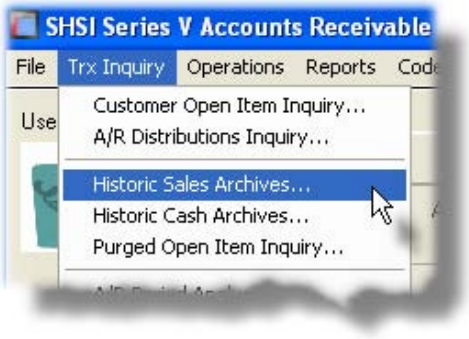
- A function is provided that will compute totals for each of the types of transactions on file, using a variety of selection filters
- A function is provided that will purge Historic Archive records

Purging the A/R Sales Archive files

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If it all possible, you should refrain from purging these records. If you must, try to at least keep the last 10 years worth of data. This will ensure that the A/R Period Analysis can be executed effectively.

The Historic A/R Sales Archive Transactions Inquiry function is launched from the A/R Menu's **Trx Inquiry** drop-down menu.



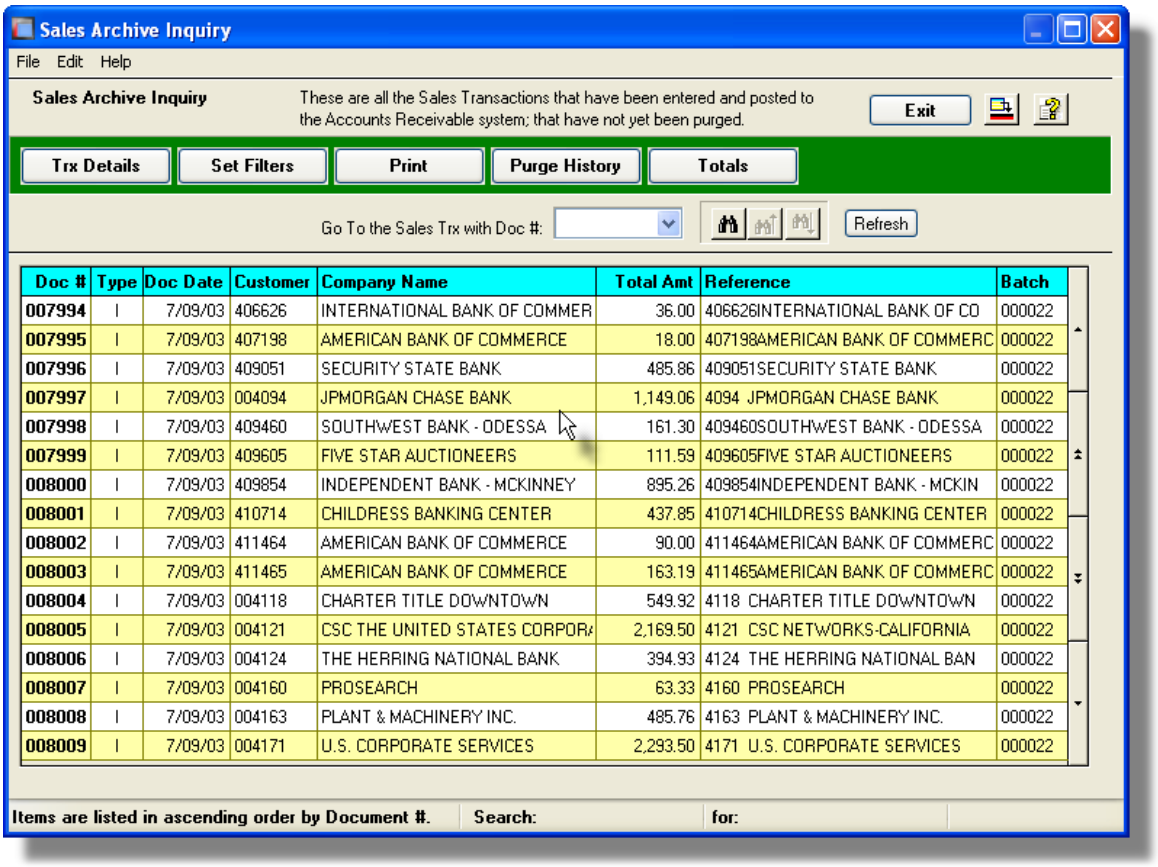
6.3.3.1 Archived Sales Inquiry Grid Screen

Historic A/R Sales Transactions are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items on file using the grid buttons, or enter the respective key for the desired transaction.

From the "Fast Buttons" frame, push buttons are provided that can be used to compute and display Totals, Set Display Filters, generated an Archived Transaction Report and have items Purged.

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Archived Sales Transaction Inquiry Grid



"Fast Buttons"	
Trx Details	To have the current highlighted item in the grid displayed in detail. A new screen is displayed. The associated Revenue Distributions and/or the Checks that were used to pay the item may also be displayed. ***(Double-clicking the particular row of the item, also causes the Transaction to be displayed).***
Set Filters	To have a number of different filters set to limit the transactions that are displayed to the grid.
Print	To have a report generated listing selected Archived Transactions. The format of this report is exactly the same as A/R Sales Transaction Posting Journals.

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Purge History	To have the Archived Sales Transaction records purged. A range of dates ,Check Numbers and other filters may be entered thus purging only selected items up to a specified date.
Totals	To compute totals of Archived Cash Receipts Transactions. A variety of filters may be specified if you are looking for certain items. Sub-totals are displayed for each of the types of A/P Transactions in the system.

Some of the special features of this "Inquiry" grid are as follows:

➢ If you wish to examine a particular document, in the field presented, key in the Invoice, (or document), Number of interest. The system will attempt to read to the closest transaction for the document number entered and display it in the grid.	

6.3.3.2 Archived Sales Processing Filters Screen

The following functions may be executed from the Archived Sales Inquiry grid screen, where a number of assorted selection filters may be entered.

Set Grid Display Filters — Enter a number of different filters set to limit the transactions that are displayed to the grid.

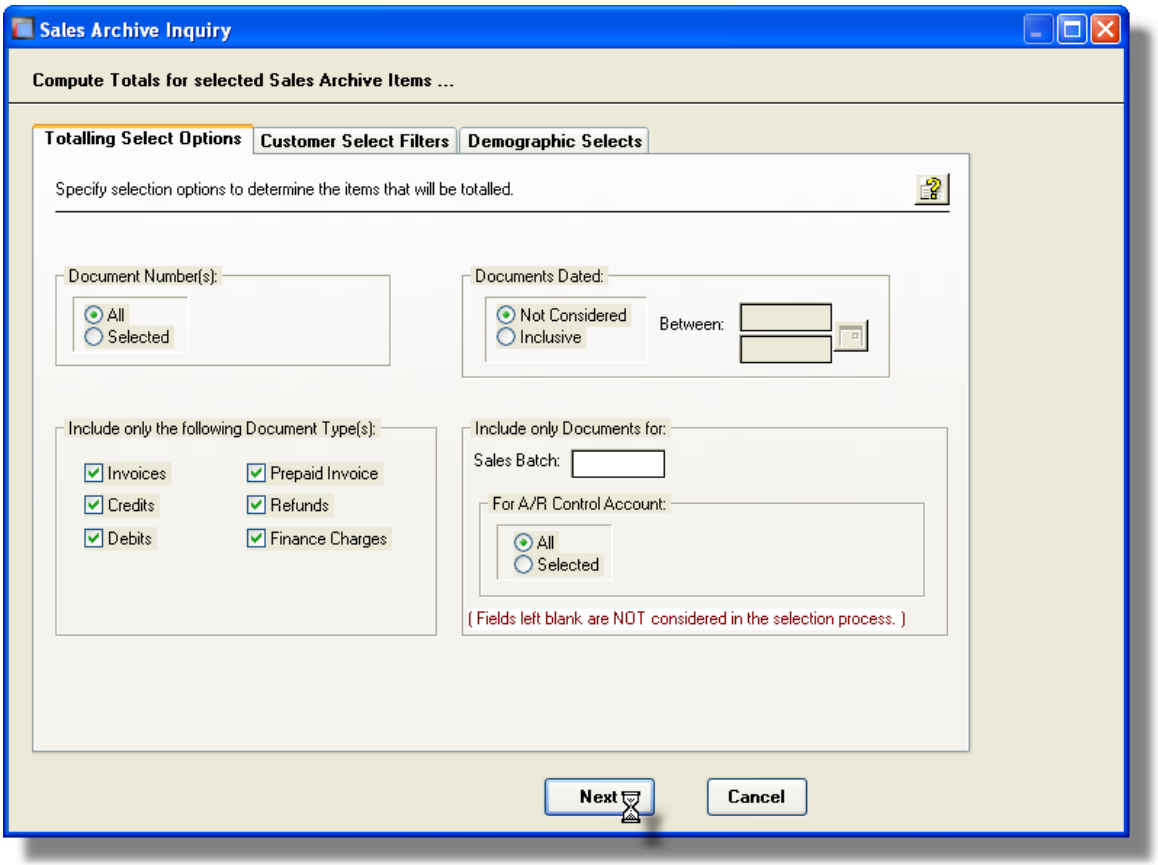
Print Archived Sales Journal — Generate a report as a Journal listing selected Archived Transactions. The format of this report is exactly the same as A/R Sales Transaction Posting Journals.

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Purge Archived Transaction History — Have older Archived Sales Transactions Purged from the system

Display Totals of Archived Transactions — Tally and display totals of the different types of Archived Sales Transactions

The following screen, or something very similar, is displayed for each of these functions:



When generating the report, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

For the Archive Journal report generated, if archived, will be catalogued with a report name of **SALESARCHIVE.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

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Processing Filter Options Screen - Field Definition

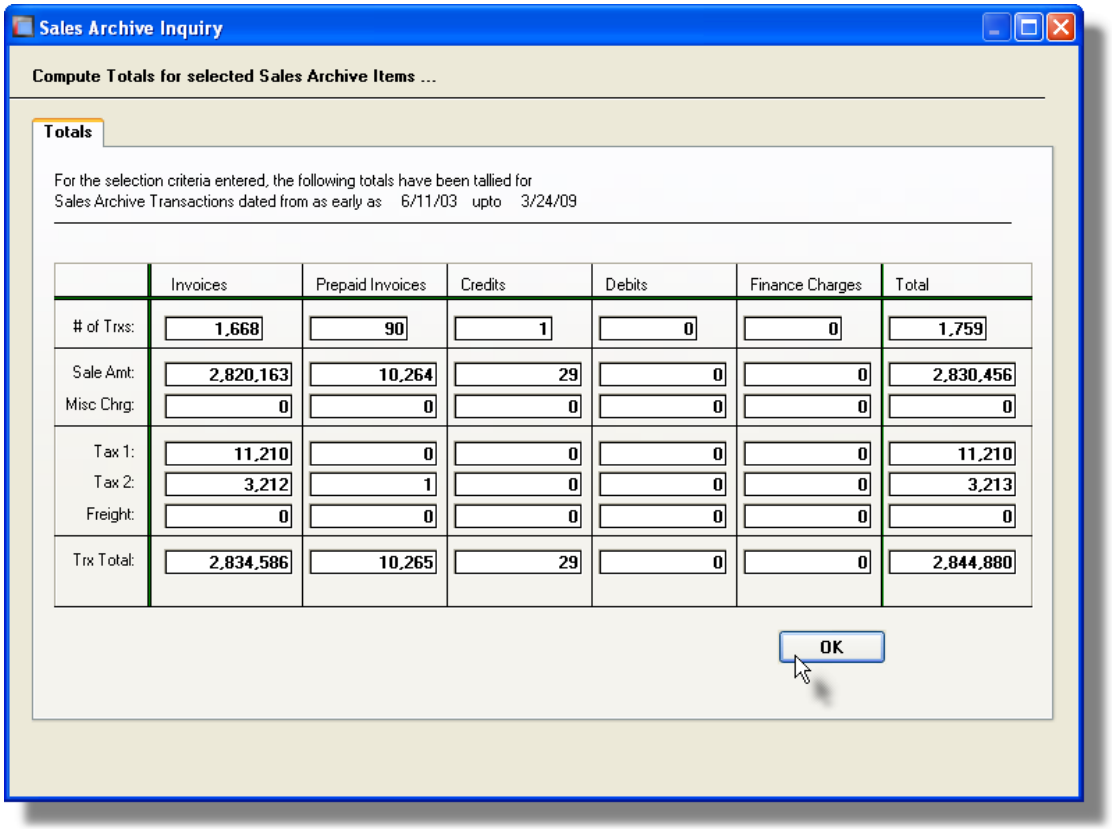
Document Number(s)	***radio-buttons and 9(8)***
To select All transactions regardless of their Document numbers; or for only those that fall within a range of document numbers. If a range is selected, enter the starting/ending Document numbers.	
Include only Documents — for Type(s)	***check-boxes***
A check-box is presented for each of the types of Archived Sales Transactions that may be generated in the A/R system. Click-or un-click to have the particular type processed by the given function.	
Documents Dated	***radio-buttons and (mmddyy)***
Select to have All transactions selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
Include only Documents — for Sales Batch	***X(6)***
To have only those transactions processed that were entered under a particular A/R Sales Batch code. *(Leave the field blank if it is not to be considered as a selection filter)* .	
Include only Documents — for Customer Code	***X(6)***
To have only those transactions processed that were recorded for a particular Customer. *(Leave the field blank if it is not to be considered as a selection filter)* .	
For A/R Control Account	***radio-buttons & 9(18)-9(5)***
The Series 5 system provides for the option of having more that one A/R Control Account. If this is the case, then you may choose to list ONLY those Sales Transactions that are associated to a particular A/R Control account.	

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6.3.3.3 Sales Summary Totals Display Screen

This function accumulates totals of each of the types of Archived Sales Transactions in the A/R system. It displays # of transactions, total amounts of Sales, Miscellaneous Charges, Taxes and Freight and Totals for the transactions satisfying the filters selected.

The following screen is displayed:

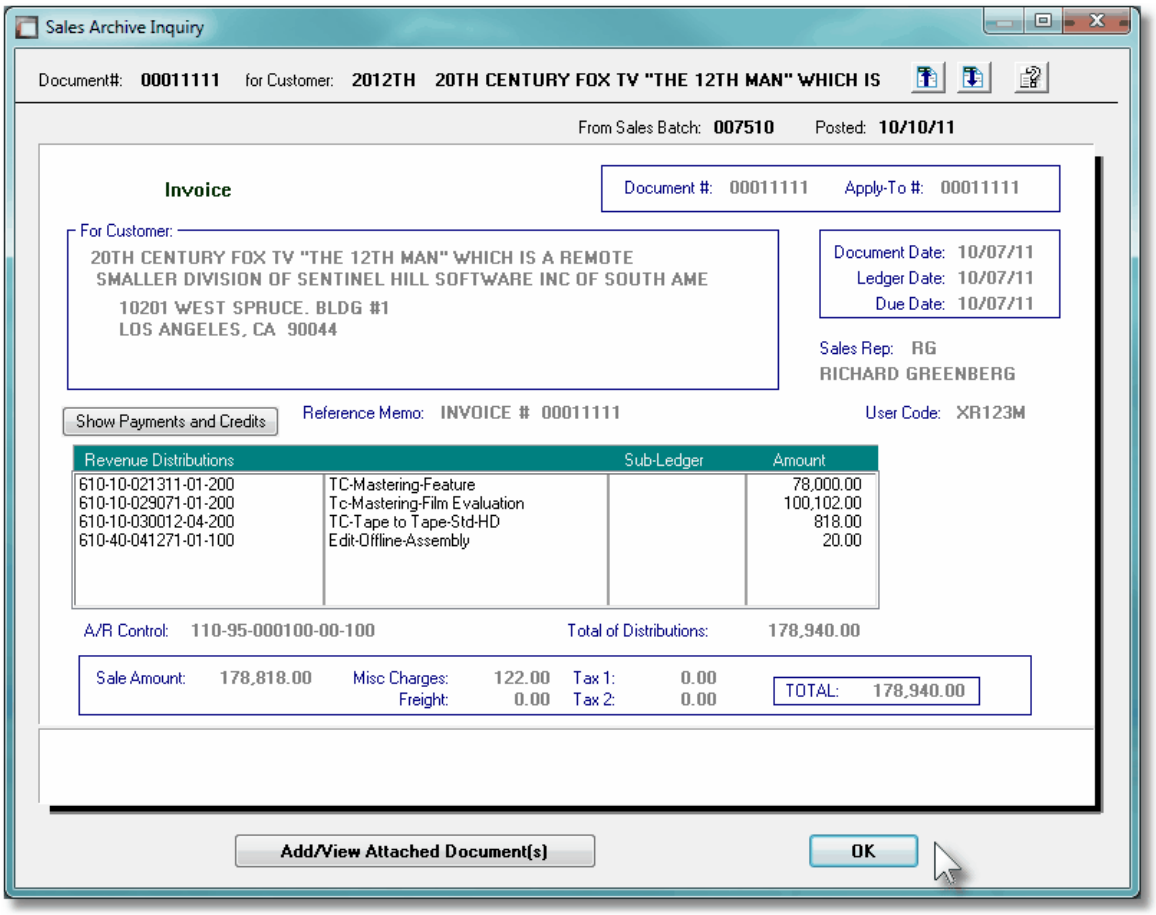


6.3.3.4 Archived Sales Transaction Display Screen

When a particular row in the Archived Sales Transaction Inquiry grid screen is double-clicked, a window is displayed showing the detail for that transaction. A table within the screen displays either the Revenue Accounts that the sale was recorded to, or the Cash Receipts that were used to pay off the invoice.

The following screen is an example:

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6.3.4 Historic Cash Archives Inquiry

All A/R Cash Receipt Transactions entered are recorded in the A/R Cash Archives files. These include regular Cash Receipts, and Non-AR Cash Receipts. These Archives are kept on the system until purged.

They are utilized for the following functions:

- Inquiry – the original transaction may be viewed, along with the expense distributions recorded
- Reporting – a report similar to the A/R Cash Receipts Posting Journals may be generated
- Analysis – the A/R Period Analysis Inquiry/Report function reads these records to accumulate it's totals

Some of the features of the Inquiry function are as follows:

- Transactions may be listed for a selected Customer either by Check Date or Check Number; or for all Customer by Check Date listing the most recent ones first
- A function is provided that will compute totals for each of the types of transactions

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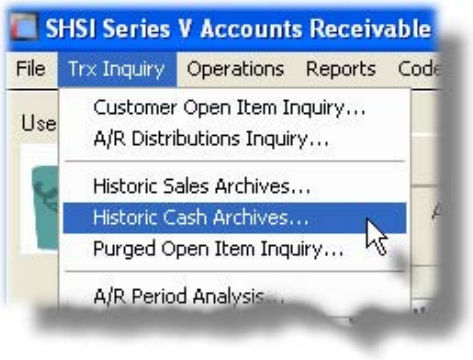
on file, using a variety of selection filters

- A function is provided that will purge Historic Archive records

Purging the Cash Receipts Archive files

If it all possible, you should refrain from purging these records. If you must, try to at least keep the last 10 years worth of data. This will ensure that the A/R Period Analysis can be executed effectively.

The Historic Cash Archive Transactions Inquiry function is launched from the A/R Menu's **Trx Inquiry** drop-down menu.



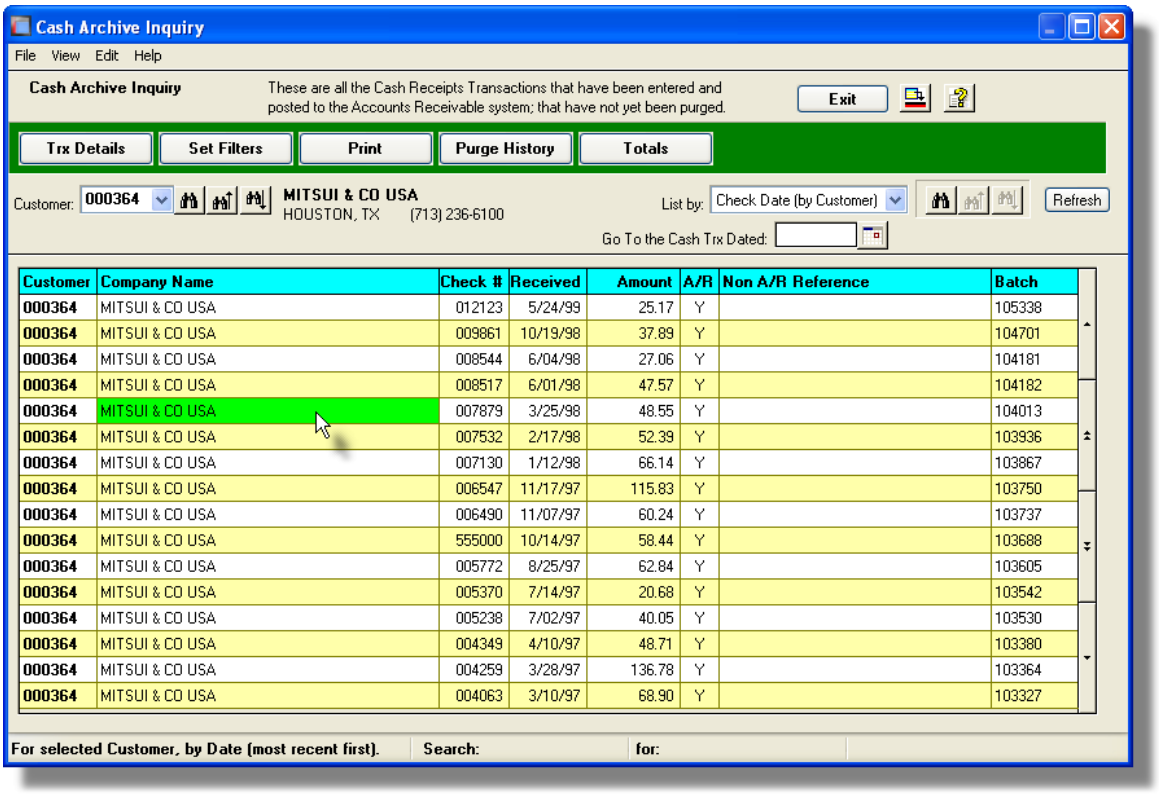
6.3.4.1 Archived Cash Inquiry Grid Screen

Historic A/R Cash Receipts are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items on file using the grid buttons, or enter the respective key for the desired transaction.

From the "Fast Buttons" frame, push buttons are provided that can be used to compute and display Totals, Set Display Filters, generated an Archived Transaction Report and have items Purged.

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Archived Cash Receipts Inquiry Grid

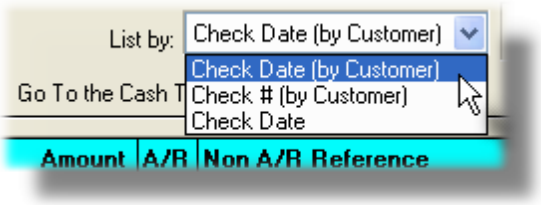
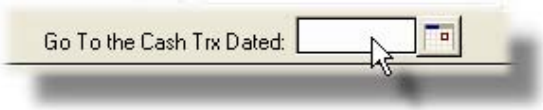


"Fast Buttons"	
Trx Details	To have the current highlighted item in the grid displayed in detail. A new screen is displayed. The items to which the Cash Receipt was applied are also displayed. ***(Double-clicking the particular row of the item, also causes the Transaction to be displayed).***
Set Filters	To have a number of different filters set to limit the transactions that are displayed to the grid.
Print	To have a report generated listing selected Archived Transactions. The format of this report is exactly the same as A/R Cash Receipts Posting Journals.
Purge History	To have the Archived Cash Receipts records purged. A range of dates ,Check Numbers and other filters may be entered thus purging only selected items up to a

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	specified date.
Totals	To compute totals of Archived Cash Receipts Transactions. A variety of filters may be specified if you are looking for certain items. Sub-totals are displayed for both A/R Cash Receipts and Non A/R Receipts.

Some of the special features of this "Inquiry" grid are as follows:

➢ Cash Receipts Transactions may be listed either for a selected Customer, or for all Customers by Check Receipt Date, (with the most recent listed first). ➢ If listing for a particular Customer, the items can be sorted either by Receipt Date, or Check Number ➢ A given Customer may be chosen either by entering their Customer Code, choosing it using the Lookup binoculars icon, or by having the next or previous Customer displayed that has open items. *(Click the binocular icon with the up/down arrow to display transactions that exist for the prior/next occurrence of that code on file)*.	 
➢ Depending on the **List By** selection, a field will be presented, in which the operator may key in a Check #, or a date. The system will attempt to read to the closest transaction for the data entered and display it in the grid.	

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6.3.4.2 Archived Cash Processing Filters Screen

The following functions may be executed from the Archived Cash Receipts Inquiry grid screen, where a number of assorted selection filters may be entered.

Set Grid Display Filters — Enter a number of different filters set to limit the transactions that are displayed to the grid.

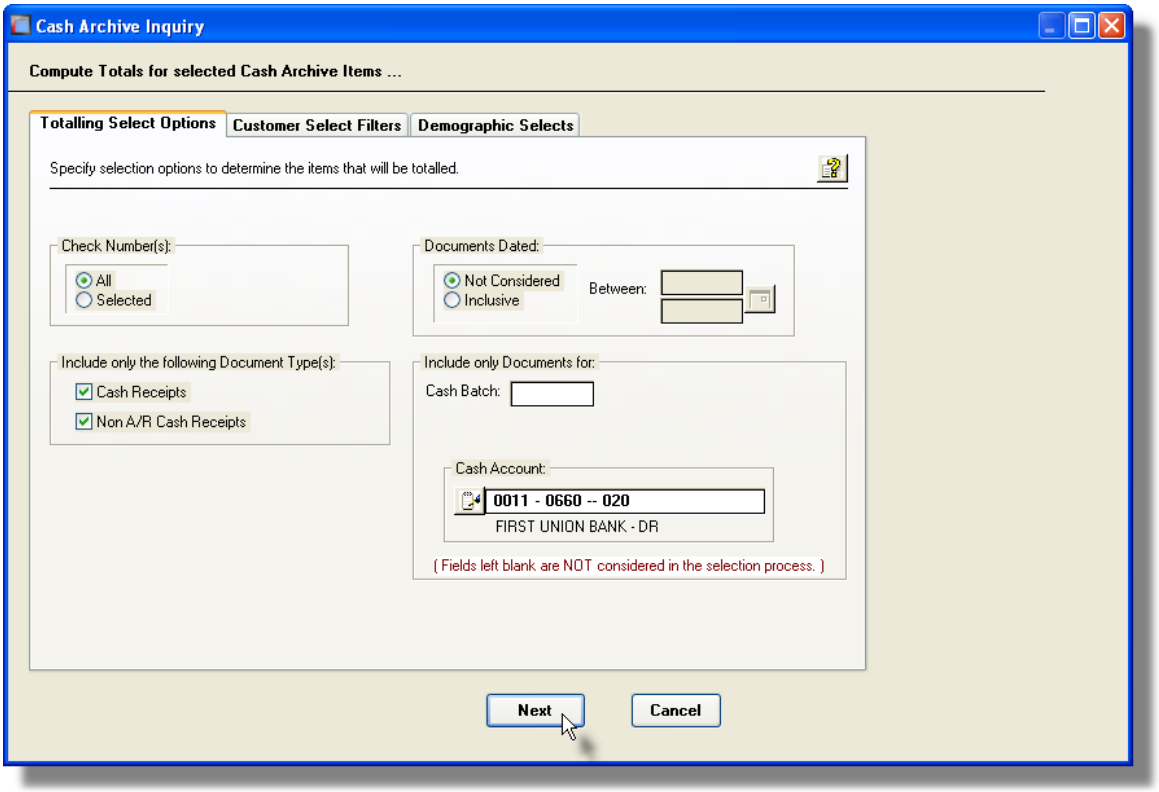
Print Archived Cash Journal — Generate a report as a Journal listing selected Archived Transactions. The format of this report is exactly the same as A/R Cash Receipts Transaction Posting Journals.

Purge Archived Transaction History — Have older Archived Cash Receipt Transactions Purged from the system

Display Totals of Archived Transactions — Tally and display totals of the different types of Archived Cash Transactions

The following screen, or something very similar, is displayed for each of these functions:

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When generating the report, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

For the Archive Journal report generated, if archived, will be catalogued with a report name of **CASHARCHIVE.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

Processing Filter Options Screen - Field Definition

Cash Receipt Check Number(s)	***radio-buttons and 9(8)***
To select All transactions regardless of their Check numbers; or for only those that fall within a range of document numbers. If a range is selected, enter the starting/ending Document numbers.	
Include only Documents — for Type(s)	***check-boxes***
A check-box is presented for each of the types of Archived Cash Receipts that may be generated in the A/R system. Click-or un-click to have the particular type processed by	

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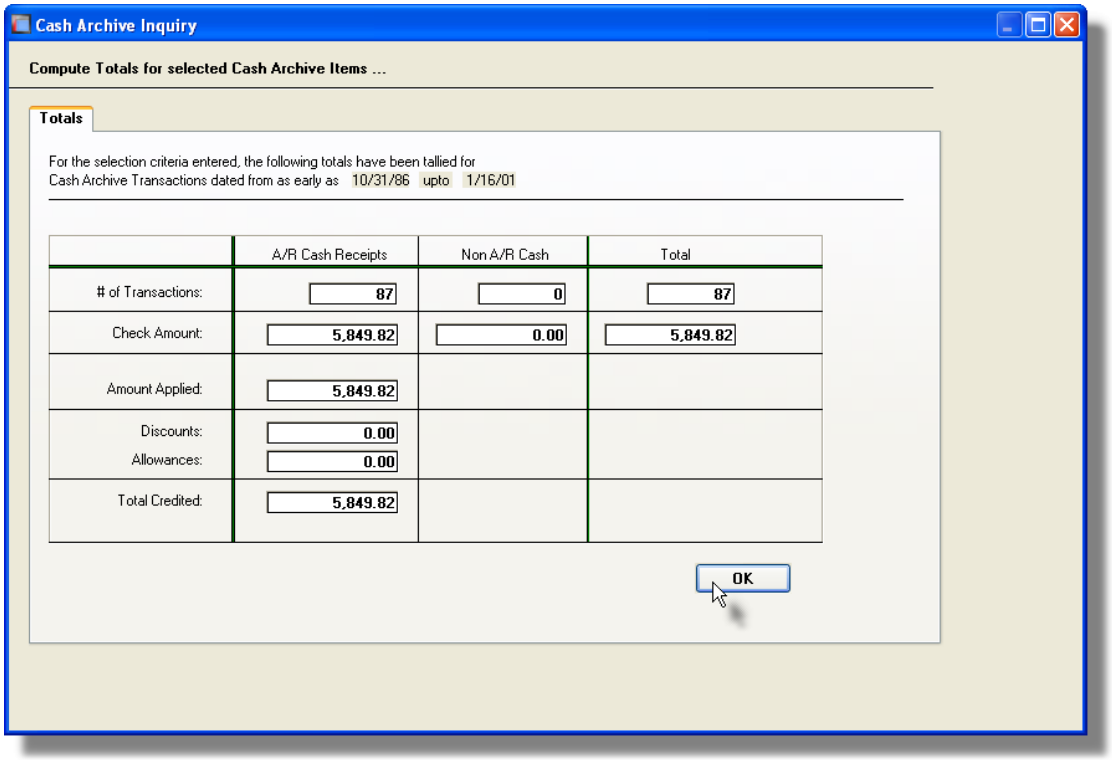
the given function.	
Documents Dated	***radio-buttons and (mmddyy)***
Select to have All transactions selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
Include only Documents — for Cash Batch	***X(6)***
To have only those transactions processed that were entered under a particular A/R Cash Entry Batch code. *(Leave the field blank if it is not to be considered as a selection filter)* .	
Include only Documents — for Customer Code	***X(6)***
To have only those transactions processed that were recorded for a particular Customer. *(Leave the field blank if it is not to be considered as a selection filter)* .	
For A/R Cash Account	***radio-buttons & 9(18)-9(5)***
The Series 5 system provides for the option of having more that one A/R Cash Account. If this is the case, then you may choose to list ONLY those Cash Receipts that are associated to a particular A/R Cash account.	

6.3.4.3 Cash Summary Totals Display Screen

This function accumulates totals of each of the types of Archived Cash Receipt Transactions in the A/R system. It displays # of transactions, total amounts of Checks, of Amount Applied, Discounts, Allowances and Total Credits for the transactions satisfying the filters selected.

The following screen is displayed:

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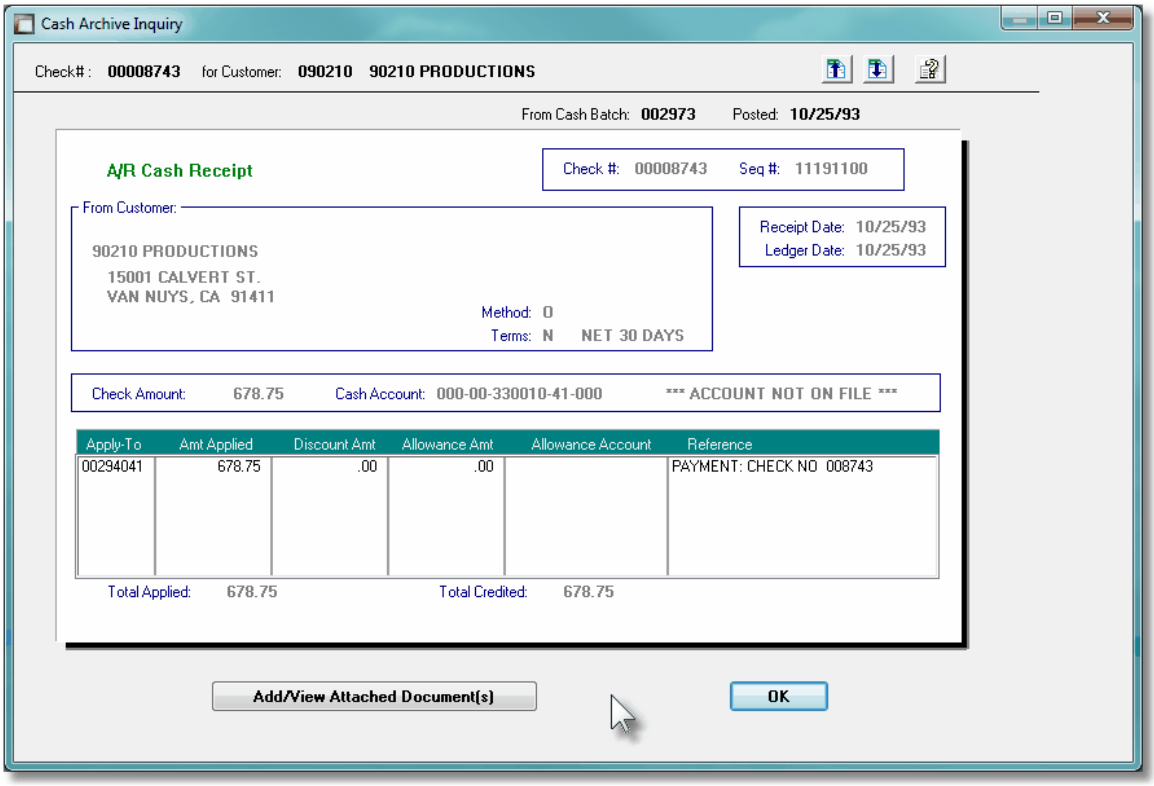


6.3.4.4 Archived Cash Receipt Display Screen

When a particular row in the Archived Cash Receipt Inquiry grid screen is double-clicked, a window is displayed showing the detail for that transaction. A table within the screen displays each of the Documents that the Cash was applied to.

The following screen is an example:

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6.3.5 Purged Open Item Inquiry

The Purged Open Inquiry function provides a Customer inquiry displaying all Open Items that have been purged from the Accounts Receivables.

Purged Open Items

Customer Open-Item records are "Purged" when the Purge Accounts Receivable 288 operation is executed. Basically the Open Item records are copied to a Historic Open Items file.

There is a function available from the A/R Menu's Purging drop-down menu labeled Purge Historic Open Items that actually deletes the Historic Open Items from the A/R system.

Do not confuse the function to Purge Accounts Receivable with those functions available from the A/R Menu's Purging drop-down menu. Any other function in the A/R system that "Purges" data, will actually delete records from the system.

Some of the features of the Inquiry function are as follows:

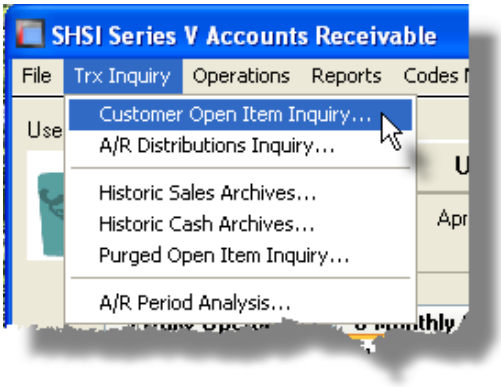
- Items may be displayed for each Customer listed by Document Date, or Document Apply-To Number
- Customers may be selected or displayed by Customer Code or Customer Name
- Totals of each type of Open Item are displayed for each Customer
- The original document associated to an item may be displayed showing applicable

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revenue distributions or any payments that have been made to it

- Items for a selected Customer may be exported to an Excel spreadsheet, or printed in a report
- A number of different filters may be set to limit the items that are displayed for each customer
- A function is offered that purges the historic Open Items History file, in the event in becomes too large

The Purged Open Items Inquiry function is launched from the A/R Menu's **Trx Inquiry** drop-down menu.



Purged Open Items for a selected Customer are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items for a specific customer, selected either by Company name or be Customer code.

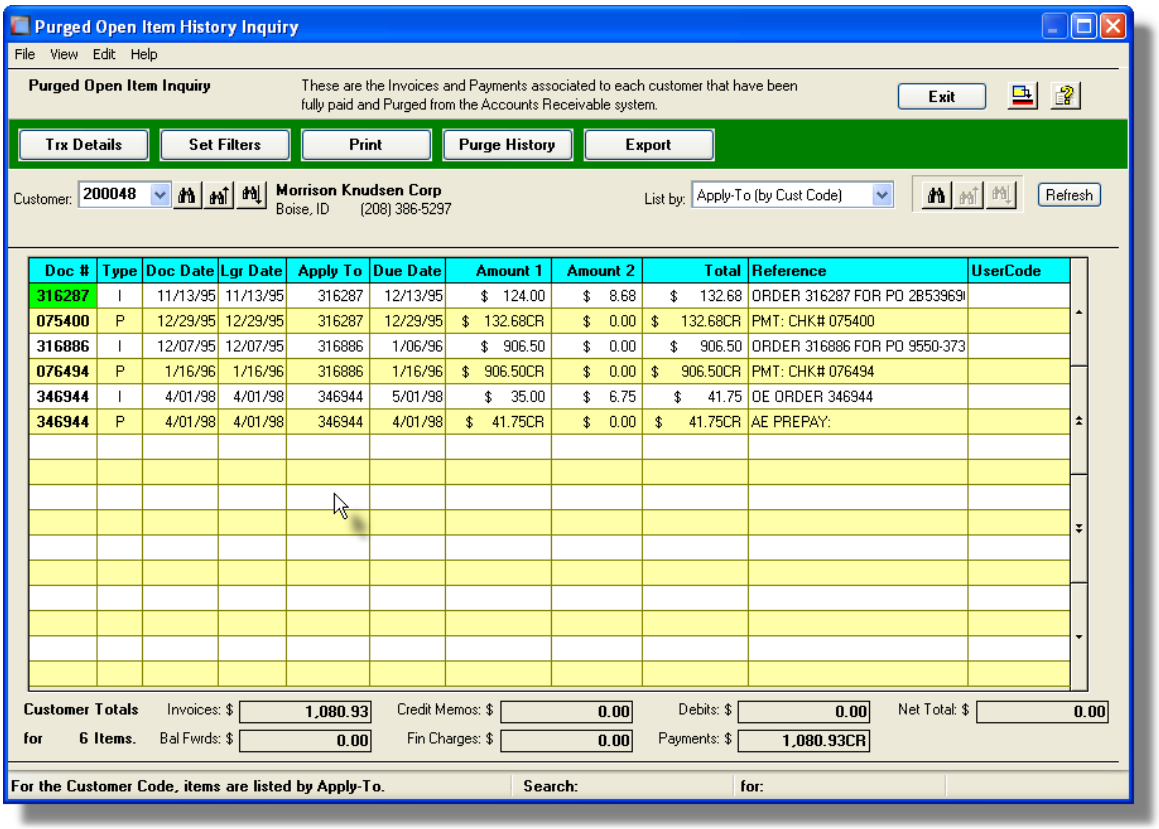
For the items that are presented, by right-clicking on a particular row, a pop-up window will be presented, from which the following functions may be chosen:

- Display the details and the Revenue distributions that were recorded with the original entry of the Customer's Sales Transaction

From the "Fast Buttons" frame, push buttons are provided that can be used to filter the items displayed, have a Customer's purged items exported to a spreadsheet or printed as a report, or have the Purged Open Items history records purged.

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Purged Open Items Inquiry Grid



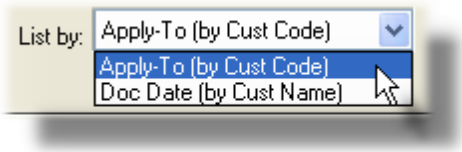
The "Fast Buttons" frame provides the push buttons to have items printed or exported, purged, or filtered.

"Fast Buttons"	
Trx Details	o have the items for the selected Customer totalled and displayed showing balances due for the standard aging periods. Other information such as Address, and Contact information is also displayed.
Set Filters	To specify a number of different filters that are used to limit the items that are displayed.
Print	To have a report of Purged Open Items generated. By default, only the items for the currently selected Customer are printed. (However, a range, or a number of selected Customers may be chosen for the report).
Purge History	To have the Historic Purged Open Items records deleted from the system. Filters are presented offering ranges of documents

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	numbers, and dates.
Export	To have the items for the selected Customer exported to either a tab-delimited file, or an Excel spreadsheet.

Some of the special features of this "Inquiry" grid are as follows:

➢ The option to **List By** provides the option to list the items for the selected Customer either by Document Date, or Document Apply-To Number. If by Apply-To, then Customers in the grid will be processed sorted by Customer Code. If by Document Date, Customers in the grid will be processed sorted by Customer Name. ➢ A given Customer may be chosen either by entering their Customer Code, choosing it using the Lookup binoculars icon, or by having the next or previous Customer displayed that has open items. *(Click the binocular icon with the up/down arrow to display transactions that exist for the prior/next occurrence of that code on file)*.	 
➢ If available, Customer Notes may be displayed if the applicable icon is displayed below the Customer selection icons. Notes are created, and maintained by the	

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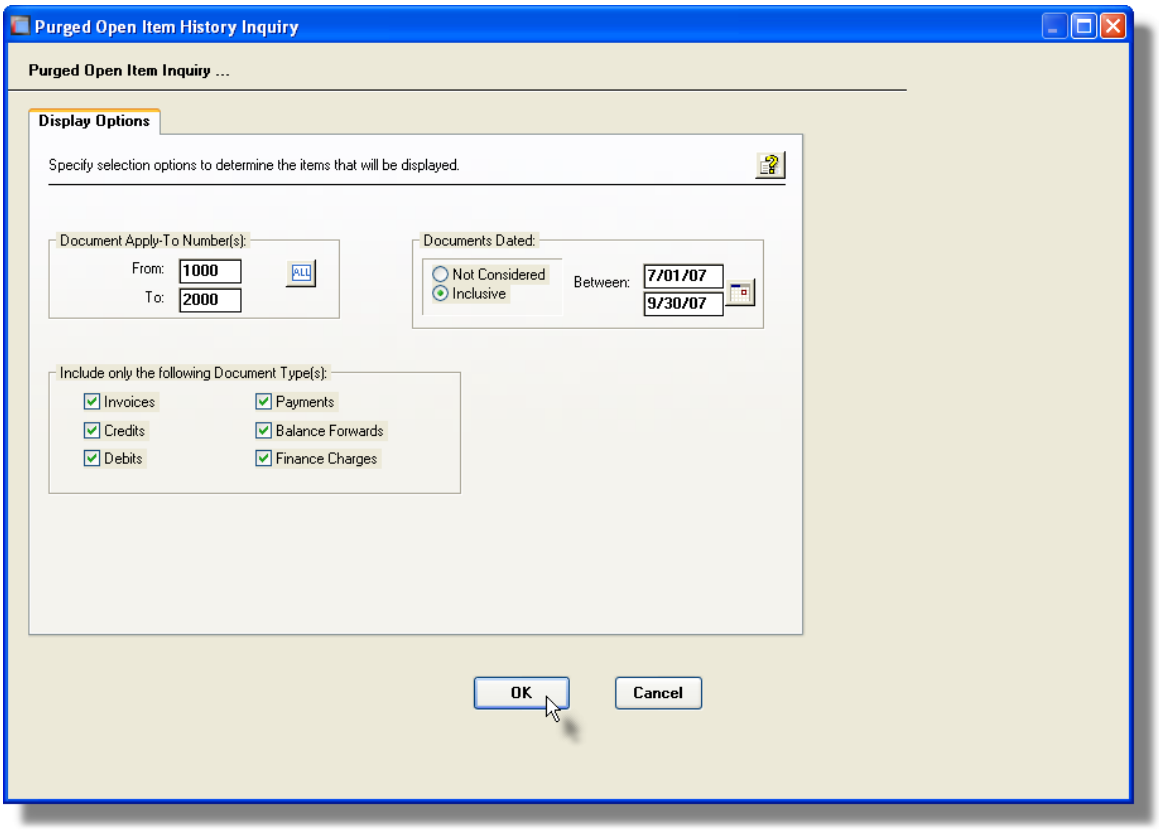
Customer Maintenance function.	

If the Print function is selected to produce a list of historic items, the report generated if archived, will be catalogued with a report name of **HISTOPENS.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

Display, Print, Purge and Export Filters - Options Screen

Variations of the following screen is presented to offer selection of assorted filters:



When either the Print report, Purge, or Export functions are selected, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

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Filter Options Screen - Field Definitions

Document Apply-To Numbers	***radio-buttons and 9(8)***
If only those Open Items have Document Numbers that fall within a certain range of numbers are to be processed or displayed, click the Selected radio button. Starting and ending document number may then be entered.	(•) All ( ) Selected
Documents Dated	***radio-buttons and (MM/DD/YY)***
If only those Open Items have Document Date that fall within a certain range are to be processed or displayed, click the Inclusive radio button. Starting and ending dated may then be selected or entered.	(•) Not Considered ( ) Inclusive
Include Only Document Type(s)	***check-boxes***
Select the check-box of those types of documents that are to be processed or displayed.	~ Invoices ~ Payments ~ Credits ~ Balance Forwards ~ Debits ~ Finance Charges

Purged Open Items Export Data Format

If the option to have the Purged Open Items Exported is selected, the following fields are output to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The output file, by default, is named **HistOpenItems.XLS**

Column #	***Excel Column***	***Field***	***Format***
1	A	Customer Code	X(6)
2	B	Document #	9(8)
3	C	Document Date	MM/DD/YY
4	D	Ledger Date	MM/DD/YY
5	E	Transaction Type	X(1)
6	F	Apply-To Number	9(8)
7	G	Due Date	MM/DD/YY

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8	H	Amount-1	-9,999,999.99
9	I	Amount-2	-9,999,999.99
10	J	Document Total	-9,999,999.99
11	K	Reference Memo	X(30)
12	L	A/R User-Code	X(6)

6.3.6 A/R Period Analysis Inquiry

The Accounts Receivable system records all transactions relating to the sales and revenues from the operation of your company. It is a subsidiary system to the General Ledger system. It accumulates sales made to, and cash receipts received from your customers. A/R distributions are generated and moved to the G/L as journal entries.

In an effort to reconcile, or analyze the source of the G/L Journal Entries from the A/R system, this reporting function accumulates sub-totals by fiscal periods or years, or calendar months or years. If there are questionable transactions or account totals in your G/L, this analysis is a useful tool in attempting to identify how they came about. Also, sub-totals are accumulated by a variety of other factors that may be used for assorted analysis.

Analysis with sub-totals by assorted periods of time, are available as follows:

- ❑ by Customer code (codes assigned to customers)
- ❑ by Customer Types, (codes assigned to each Customer)
- ❑ by A/R Accounts (ie., A/R Control, Cash Accounts, Revenue Accounts, etc)
- ❑ by Sales Representatives (codes assigned to each Customer)
- ❑ by G/L Sub-Ledger Project (where Project Codes are assigned to specific revenue distributions)

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For each of the given analysis types, sub-totals may be broken down to the following periods:

- ❑ by Calendar Year over a time frame of 10 years prior to a specified year
- ❑ by Calendar Months for up to 72 months prior to a specified date
- ❑ by G/L Fiscal Periods for up to 4 years worth
- ❑ by G/L Fiscal Years for the 8 years that are defined by the General Ledger system

The inquiry analysis is obtained using the Archived Sales and Cash transactions that are kept in the A/R system. For this analysis to be accurate, you must maintain at least the last ten years of historic data, purging only transactions older than ten years.

As a special feature of the Series 5 reporting function, the totals may be viewed on screen, printed or exported to an MS Excel spreadsheet.

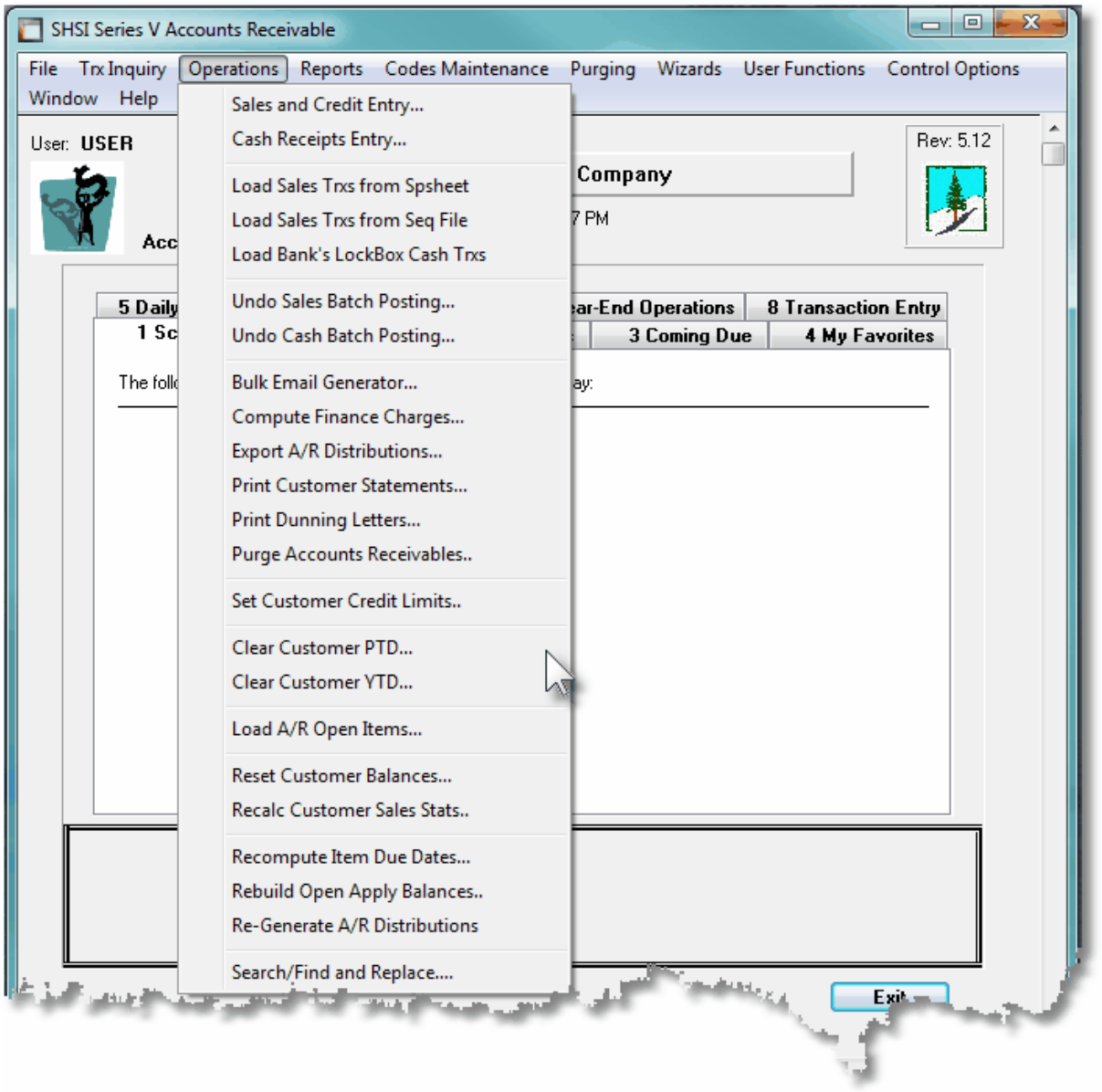
The A/R Period Analysis Inquiry function and the A/R Period Analysis Report function are in fact the same function. For a full description, refer to the topic titled A/P Period Analysis Report 377 found under the chapter on Reporting Functions 322 later in this documentation.

6.4 Operational Functions

The topics in this chapter describe functions and procedures that are a available under the **Operations** drop down menu on the Accounts Receivable menu. These menu items are used to perform the major processing functions in the Accounts Receivable system. In particular, the functions for entering your Vendor Invoices and for generating Checks are found here.

These functions are available from the A/R Menu Bar as shown:

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6.4.1 Sales and Credits Transactions Entry

This Series 5 Accounts Receivable operation's menu item provides the means to record your Sales, Credits and Debits transactions.

Some of the features associated to Sales Transactions entry are as follows:

- All Transactions are entered as sets of transactions into operator defined Sales Batches.
- Batches are created in advance and can have control totals that are tested as

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transactions are entered.

- Different operators may be working with different batches totally independent of one another.
- When Sales Batches are posted, a journal is generated which is archived for future reference
- Invoices may be entered with or without prepayment amounts. When Prepaid Invoices are entered and posted, both Invoice and Payment Open Items are generated for the customer's account.
- When entering a series of Invoices, you may have the system automatically assign the Document numbers within a predefined range
- When Sales Batches are posted, their transactions are copied to a Historic Sales Transaction Archive file. These are kept on file and can be viewed using the Historic Sales Archives Inquiry function. These archived transactions remain on the system until specifically deleted using the Purge Sales Archive History function.

Before entering the individual Sales and Credit Transactions, a Sales Batch must be created. These may be created using the Sales Batch Maintenance function 426, or directly from the Sales entry routine.

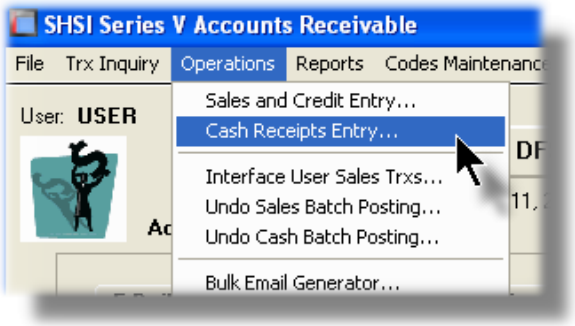
Sales and Credits Transaction Entry

- Sales Batch Selection 223
- Transactions Entry Grid Screen 205
- Sales & Credits Transaction Data Entry Screens 206
- Transaction Revenue Distributions Entry Screens 214
- Repairing a Broken Sales Batch 217

Accessing the A/R Sales & Credits Entry Function

From either the A/R Main menu, select **Sales and Credit Entry** from the **Operations** drop-down menu.

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Sales and Credits Entry Batches

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Batching is provided as the method for entering transactions in those Series 5 applications requiring operator interaction with the screen. Examples of such transactions include the following:

- Accounts Receivable Cash and Sales Transaction Entry
- General Ledger Standard and General Journal Entry
- Customer Order Processing Order Entry
- Accounts Payable Supplier Invoice Entry
- Purchasing System Requisition and PO Transaction Entry

Batching was introduced as a concept to the Series 5 family of applications for three main reasons:

1) To provide a method of validating figures, representing totals of all Invoice transactions, entered into the system. A fixed number of transactions can be assigned for entry under a given Batch, and in advance, the total of all amounts may be computed. This Batch Total may then be used as a check against the total actually entered. If the amounts do not match, the operator is then alerted.

2) To provide for the capability of a great number of transactions to be entered into the system by a number of different operators at the same time. The transactions may be divided into workable sets of transactions, with each set being allocated to a separate operator, and to a separate batch. Each batch may be entered, and posted independently from one another.

3) To ensure that transactions are entered under a rigorous control system. They are first entered into a batch. An edit list may be generated and it's transactions verified to be correct. That batch of transactions is then "posted", moving them into their respective active data files. During the post process, a transaction posting journal is generated and archived, providing an audit trail for future reference.

In essence, transactions are divided into groups of batches prior to data entry. Each batch is allocated a batch number or code, and the sum of all the transactions is determined and used as a Control Total. A batch is created in the respective system, and the various totals and defaults pertinent to the batch are entered. Each transaction is then entered under that batch number, and prior to posting, is only accessible via that batch number. A Transaction Edit List for the batch may be printed prior to the it being posted.

During entry of transactions for a Batch, the current state of the totals is displayed whenever possible. Separate totals, for number of transactions and transaction totals, both expected and actually entered, are maintained in the Batch Header file. In most cases, the Batch Header record is kept on file and may be reviewed at any time in the future. When the Batch Posting option is selected, if the Batch entered values do not match the expected values, the user is warned, and given the option of allowing transaction entry to continue. If a transaction being added causes the number of transactions expected to be exceeded, the user is informed and the entry aborted.

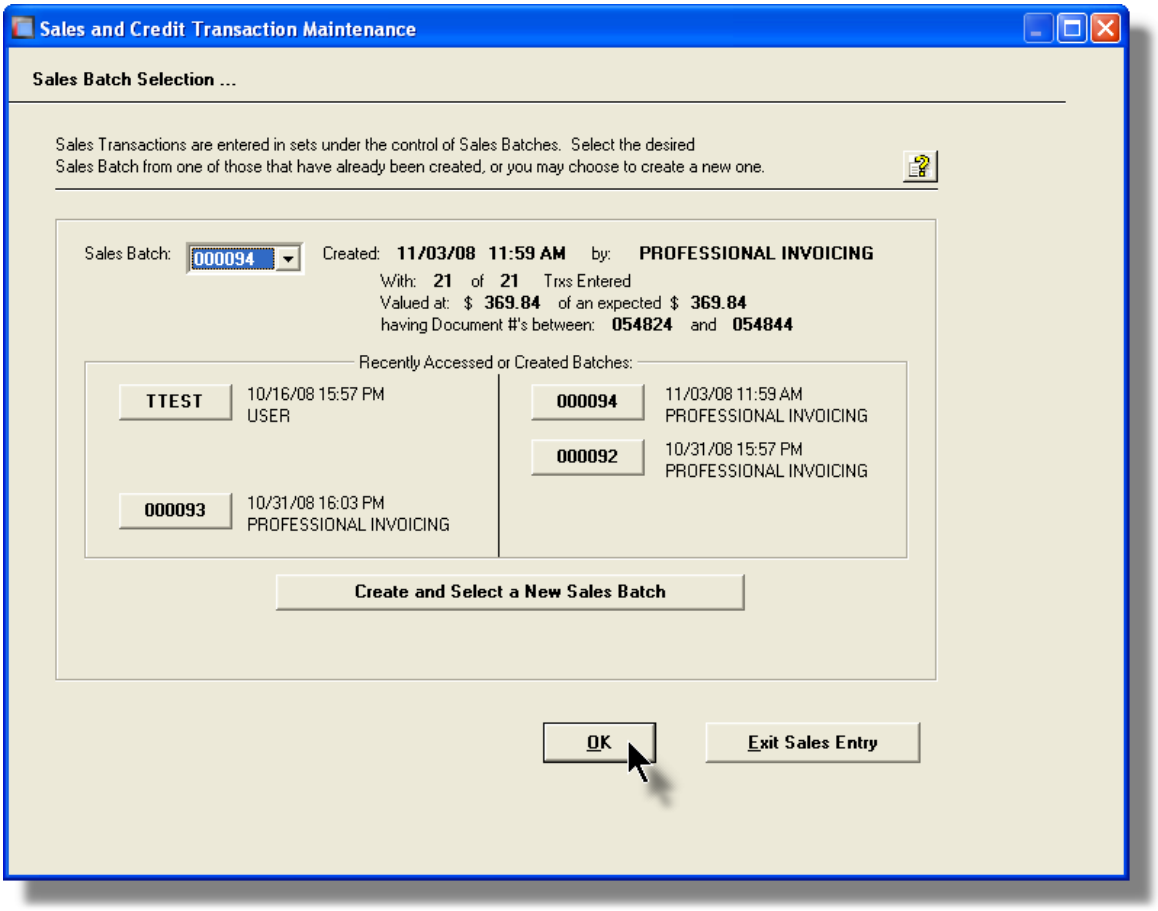
Once a batch is posted, the data may no longer be accessed via the batch number. It may however, be printed in an archive journal. This journal data may be purged by the user to suit his requirements. One example for the use of this journal is to keep a record of the year's transactions, and these transactions could be purged after being listed as part of the year end processing.

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6.4.1.1 Sales Batch Selection

The first screen that is displayed when selecting Sales and Credits Entry is one that lets you select an already establish Sales Batch, or create a new one. It will display push-buttons of the most recently created or accessed Sales Batches. A given Sales Batch may be selected by clicking on the button, or selecting one from the drop-down list.

Sales Batch Selection Screen Grid



If the Sales Batch has not yet been created, you can do so by clicking on the **Create and Select a New Sales Batch** push button.

> **A Processing Tip**
>
> Before setting up a Sales Batch, tally the number of transactions, and the total dollar amounts. These figures can be recorded with the Sales Batch properties. (Remember that Credits are entered with positive amounts).

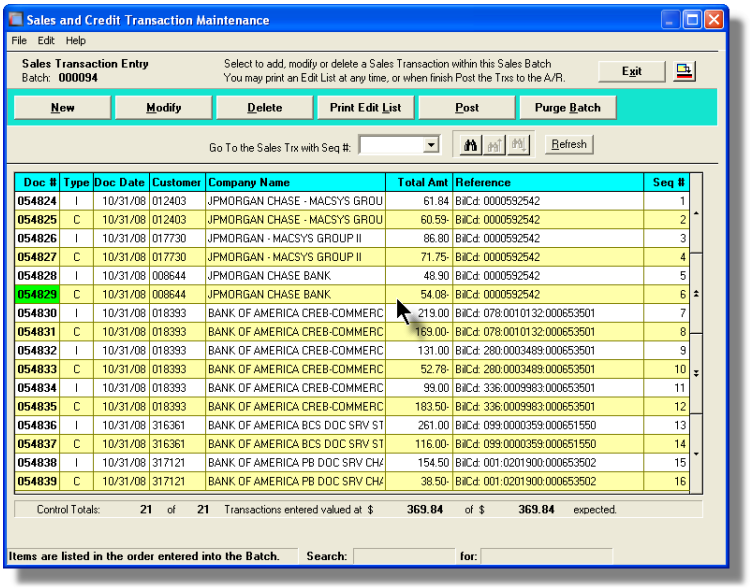
For further discussion, and detailed description of the screen used for adding a new Sales Batch refer to the topic titled Sales Batch Entry Screens 426 found later in this documentation.

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6.4.1.2 Transactions Entry Grid

Sales, Credits and Debit Transactions for a given Batch are maintained using a Series 5 grid processing screen.

Sales and Credits Transaction Entry Grid



	"Fast Buttons"
New	Add a new Tran
Modify	Modify the Trans highlighted in th
Delete	Delete the Tran highlighted i the
Print Edit List	Generate a repo the Transaction Batch
Post	Post the Transa the Batch
Purge Batch	Purge all Trans the Batch, and delete the Batch record

Edit an existing Transaction by double-clicking it's associated row. Standard Series 5 grid controls apply.

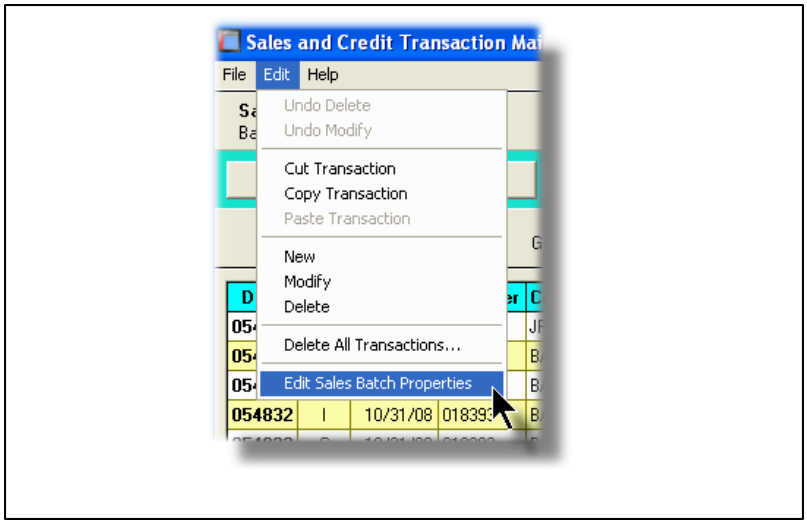
Some points to note about the grid screen are as follows:

- Notice that the control totals for the grid are displayed at the bottom of the screen
- Right click any row with a transaction to have a pop-up menu displayed, offering a number of relevant functions

Operational Tip

You can edit the properties for the batch directly from this Sales Entry grid screen. On the menu bar, click **Edit**, then from the drop down menu, click on **Edit Sales Batch Properties.**

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The edit list, or posting journal when generated, if archived, will be catalogued with a report name of **SALES_XXXXXXnn.LST** or **SALES_XXXXXXnn.JRN** where **XXXXXX** is the Journal Entry session code.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

6.4.1.3 Sales & Credits Transaction Data Screens

There are six different types of A/R Customer Transactions that can be entered.

Type	***Code***	***Description***
Invoice	I	An Invoice is entered as the result of a sale to a customer.
Prepaid Invoice	P	Is an Invoice that has had a payment already applied to it. This may be a transaction that was interfaced from the Series 5 Professional Invoicing or Order Processing system that was prepaid with a credit card. When posted to the Accounts Receivable, both a type **I** - Invoice and type **P** - Payment open Items will be recorded as Open Items. If the payment amount exceeded the amount of the invoice, then depending on an option that is set in the A/R Control Preferences one of two alternative actions are taken: *1)* The Over payment amount will be recorded as a

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		separate **D** - Debit Open Item with a negative amount and an Apply-To Document # = ZERO. *(Only if the over payment amount >= $1)* *2)* The Prepaid Amount is just recorded as a Payment Open Item
Debit	D	A Debit transaction is used to record an adjustment, perhaps as a result of an invoicing error. The Debit would be entered with a unique document number, and with an Apply-To number of the original invoice that is being adjusted.
Credit	C	A Credit transaction is used to record an adjustment, perhaps as a result of goods that were received that were not ordered or were damaged. The Credit would be entered with a unique document number, and with an Apply-To number of the original invoice that is being credited.
Refund	R	A Refund is similar to a Credit transaction, except an amount of money has been given back to the customer. This might be a credit that was given to a customers credit card. When posted, both a type **C** - Credit and type **D** - Debit Open item is generated for the customer. If the refund amount exceeded the original amount, it will be recorded as an additional type **C** - Credit Open Item with a reference of ***Refund Over Payment***.
Finance Charge	F	The Accounts Receivable system has a function that will compute Finance Charges. But if you wish to compute are record these manually, you can enter them as a Finance Charge transaction.

The same entry screen is presented, with minor variations, for each type of transaction.

Sales & Credits Entry - Transaction Tab Screen

Some points to note when adding a Sales or Credit Transaction:

- Regardless of the type of transaction being entered, the Document # that you assigned should be unique. However, you may enter a single Invoice, Debit, and Credit that each of which could have the same document number assigned. ***(Keep in mind that for Credits and Debits that apply to a given Invoice do not have to have the same document number, but they must have the same Apply-To Document Number).***
- When entering a Debit or Credit, you must enter the Apply-To Number to which the amount should be applied to. If you set the Apply-To for a Credit to ZERO, then this will

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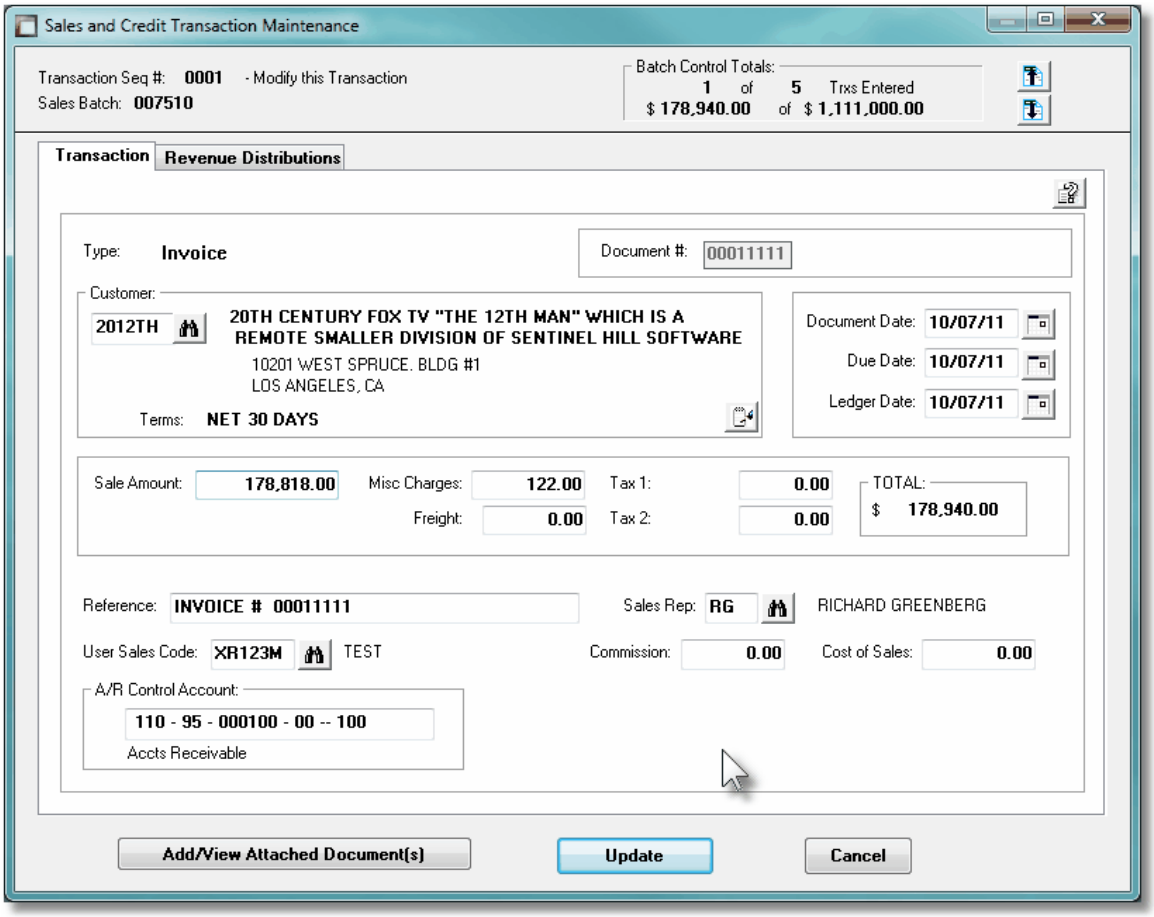
generate an Open Credit for the customer.

- When entering a Credit, you should allocate a range of Document #s, say that are in the range greater than 990000, so as to not interfere with document numbers being assigned to invoices being generated in any of your subsidiary systems.
- Sales tax will be automatically computed using the percentages of the Tax Codes that have been established for the customer.
- When entering a Prepaid Invoice, you must also enter a Prepayment Code, Prepayment Amount, and a valid Prepaid Cash Account.
- The Accounts Receivable Account will default to the account that was set up for the Batch

Warning About Document Numbers

If you have Invoices that are being generated within the Series 5 Professional Invoicing or Order Entry systems, or any other system, remember that they will all end up in the A/R system. You must make sure that all Document Numbers that are being assigned are unique. In each of those systems, make sure that separate ranges of document numbers are being assigned to the Invoices.

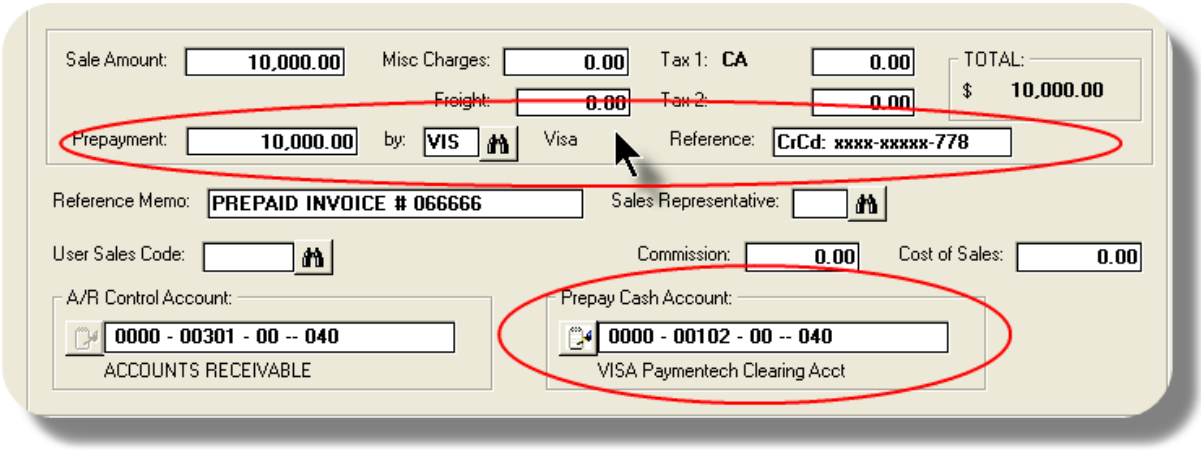
The following screen is displayed for an Invoice Transaction:



When entering a Prepaid Invoice, extra fields will be provided to record the Prepayment

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Amount, the method, and a reference field. As will, a Prepay Cash Account must be entered.



When first adding a transaction, after completing entry of the first screen, click the Next push button. You will then be presented with the screen on which you may record amounts to specific G/L Revenue accounts.

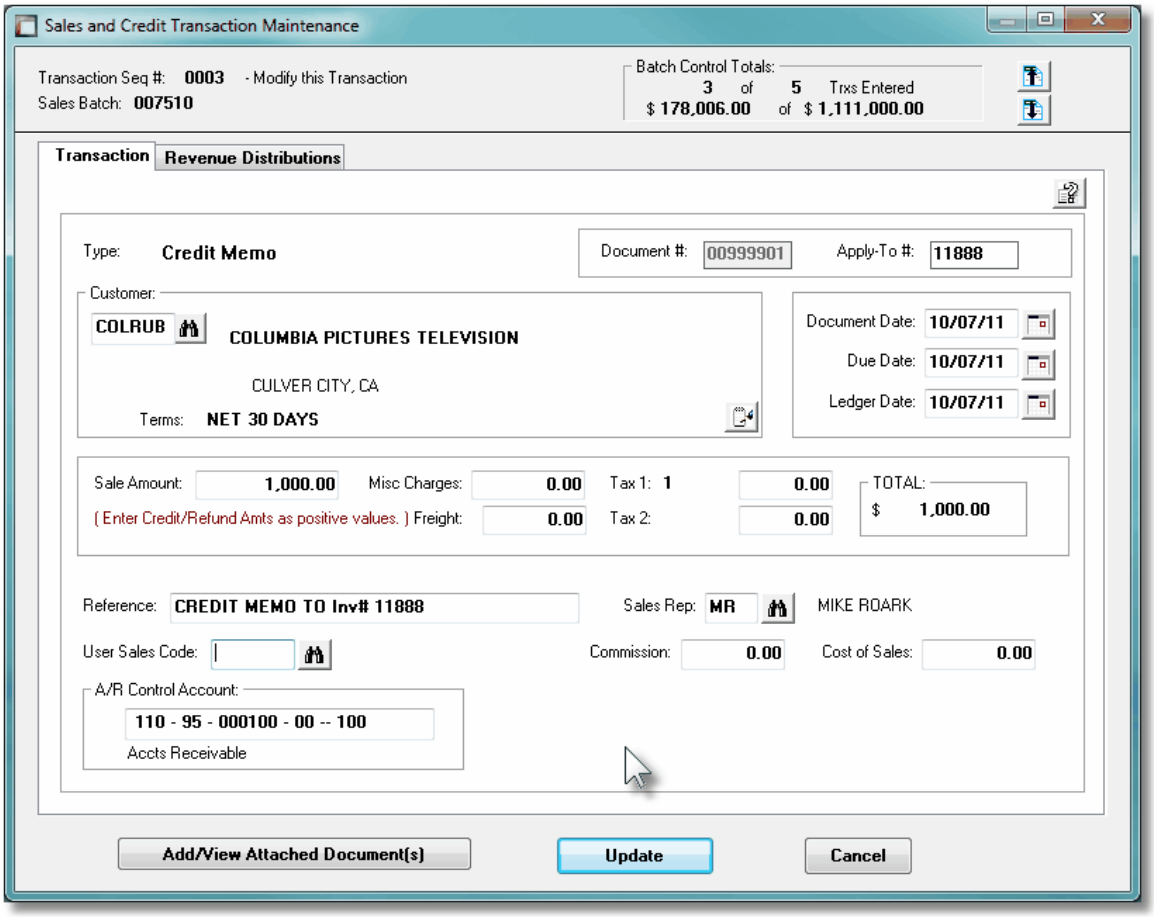
The following screen is displayed for Credit transactions. The only difference is that there is a field for recording the Document Apply-To Number to which the Credit is to be associated to.

Some points to note when adding a Credit Transaction:

- **Enter the Sale Amount, and any other applicable amounts, as positive values, WITHOUT A MINUS SIGN**. The system will automatically set the correct sign when the applicable Open Items are generated.

- When entering the Credit Document #, striking the F1 function key will assign the "***Next Credit/Finance Charge Doc #***" as defined by the A/R Control Preferences.

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A/R Sales Transaction Tab Screen - Field Definitions

Transaction Type	***drop-down list***
Select the type of document that is being entered. This field is presented only when transactions are being added. Once entered, you may not change the type of document.	
Customer	***X(6)***
Select the Customer for which the Transaction is to be applied. Note that you may hyper-link to the Customer Maintenance function by clicking on the icon on the bottom left corner of the Customer entry frame. *Note that the Customer Name may be as large as 150 characters, although only the 1st 100 characters of the name is displayed to the screen.*	
Document Number	***9(8)***
Record the Invoice Number for Invoices and Prepaid Documents. For all other documents, enter a unique document number. This number is used to identify the document within the A/R system, and in any related distributions that are carried forward	

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into the G/L system as journal entries.

Document Number Entry Note

The document number that is entered must fall within the range of numbers that was specified for the Sales Batch under which the transaction is entered.

Also, the system will not allow duplicate Document Numbers to be entered. (Ie., two Invoices, or Debits or Credits with the same Document Number). **However you can enter a Debit, a Credit and an Invoice each having the same Document Number.**

Document Apply-To Number	***9(8)***

For Credits, Debits and Refunds, enter the Invoice number to which this transaction should apply to. When aging reports are generated, the Debit or Credit will be placed in the same aging category as the original Invoice to which it applies.

For Invoices, Prepaids and Finance Charge documents, the Apply-To will automatically be set their Document Number. (If you don't know the number, assign the Document Number to the Apply-To number. It may be changed later).

If you just wish to have the Debit or Credit recorded as an Open Credit, then enter an Apply-To Number = ZERO.

Data Entry Note

Credits and Debits should be recorded with their Apply-To Numbers assigned with the original Invoices' document number. This will ensure that the Aging Report can correctly report it's aged totals, and that when recording Cash Receipts, correct balances for items being paid are presented.

Document Date	***(mmddyy)***

This would typically be the actual date that the transaction was generated. For Invoices, the Due Date will be computed relative to the Document Date entered. The Document Date entered must fall within the Starting and Ending dates that were specified for the Sales Batch under which the transaction is entered.

Ledger Date	***(mmddyy)***

The Ledger Date defaults to the date that was set up for the Sales Batch. This is the date that is carried on all postings to the General Ledger system.

Due Date	***(mmddyy)***

For Invoices, the Due Date will be automatically calculated using the properties of the associated Customer's assigned Terms Code. For all other document types, this field defaults to the Document Date.

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Sale Amount	***$ 99,999,999.99-***
This is the actual total dollar amount of the transaction. For Invoices, it does not include Miscellaneous Charges, Tax or Freight. The Sale amount is used to compute any discount that would be allowed when an early Cash Payment is received. For Credits or Refunds, enter the amount as a positive value, without a minus sign. The system will automatically adjust the sign when applicable Open Item are generated.	
Miscellaneous Charges	***$ 99,999.99-***
Enter the amount to be recorded as a Miscellaneous amount. When the associated Open Item record is generated, the sum of the Miscellaneous, Freight and Tax amounts are recorded as Amount 2. If the Accounts Receivable system was configured with only one Miscellaneous G/L Account, then when entering the Revenue distributions for this transaction, you will not have to include this amount in any distributions that are made. The system will automatically generate a credit to the default account specified.	
Freight Amount	***$ 9,999.99-***
Enter the amount to be recorded as a Freight amount. When the associated Open Item record is generated, the sum of the Miscellaneous, Freight and Tax amounts are recorded as Amount 2. If the Accounts Receivable system was configured with only one Freight G/L Account, then when entering the Revenue distributions for this transaction, you will not have to include this amount in any distributions that are made. The system will automatically generate a credit to the default account specified.	
Tax 1 and 2 Amounts	***$ 99,999.99-***
Taxes are automatically computed on the sum of the Sale Amount plus the Miscellaneous Charges. Taxes are not computed on Finance Charges. The Tax Codes used are those that have been established for the Customer. You will not have to include Tax amounts in any distributions that are made. The system will automatically generate a credit to the G/L accounts associated to the Tax codes.	
Prepayment Amount	***$ 99,999,999.99-***
For Prepaid transactions the amount that was prepaid. This might be the amount paid by a credit card, a check or cash. It could be over or under the amount of the Invoice.	
Prepayment Method by	***X(3)***

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This is Prepayment method that was used. It's a code that would have been defined in your Accounts Receivable system. For example, CSH, VIS, CHQ, AMX for cash, Visa, cheque, or American Express. When selecting a Prepayment Method code, the Prepay Cash account will be assigned.	
Prepayment Reference	***X(20)***
May be used to record a Check #, or a credit card number, or authorization code.	
Reference Memo	***X(30)***
This field is provided so a brief memo may be recorded with the transaction.	
User Sales Code	***X(6)***
A user define code may be recorded with the transaction. When an A/R Aging report is generated, as an option, one or more User Codes may be selected as filters.	
Sales Representative	***X(3)***
This field is used to record the Sales Rep that is associated to the transaction, presumably a Sale. This will default to the Sales Representative code that was assigned to the customer. Any Commission amount that is entered will be recorded to this Sales Rep. When an A/R Aging report is generated, the Customers may be grouped by Sales Rep. When the A/R Period Analysis is generated, totals for each Sales Rep, for each period, are accumulated.	
Commission Amount	***$ 99,999.99-***
If you don't already have a system in place for tracking Commissions, if known, that amount may be entered along with the Sales transaction. When the transactions are posted, any amount will be posted to the Commissions Due file for the Sales Rep that was specified.	
Cost of Sales Amount	***$ 99,999,999.99-***
If you wish to track the Costs associated to sales, for the associated Customer, enter an amount in this field. When the transaction is posted, this amount is accumulated in the Customer's Period-To-Date, Year-To-Date and Monthly Sales tables.	
A/R Control Account	***9(18)-9(5)***
This is the G/L Accounts Receivable Control account to which the amount of the	

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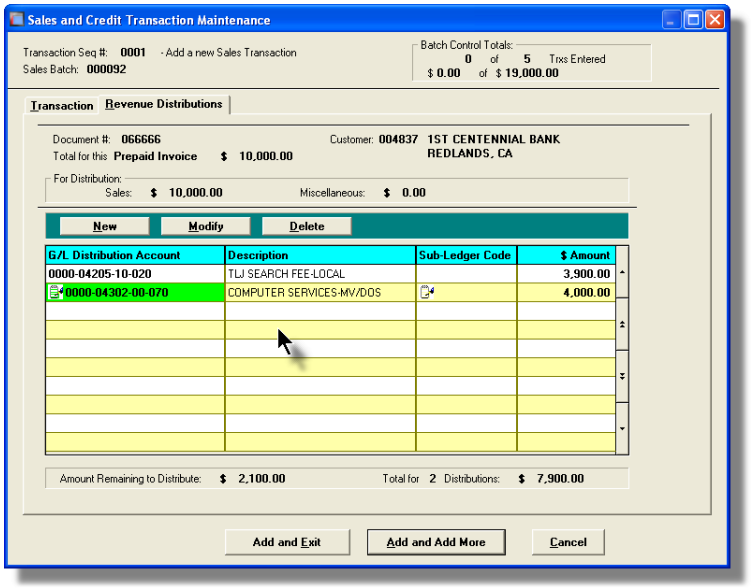
transaction is recorded to as a debit. If the Accounts Receivable system was configured with only one A/R Control Account, then this field is not presented to be edited. It defaults to the A/R Control account that was assigned to the Sales Batch for which the transaction is being entered, but it may be edited as required.	
Prepaid Cash Account	***9(18)-9(5)***
For Prepaid transactions the G/L Account to which the cash, or Prepayment Amount, should be recorded to is specified here. This will default to that which was assigned to the Prepaid Code.	

6.4.1.4 Revenue Distribution Entry Screens

For each type of A/R Sales Transaction entered, you will need to record amounts to specific G/L Revenue Distributions. The sum of all distributions must equal the sum of the amounts associated to the transaction. Depending on the options set up in the A/R Control Properties, Revenue Distributions are automatically generated, or they must be manually recorded for Sales, Miscellaneous Charges and Freight amounts.

If revenues for G/L Sub-Ledger Projects are being tracked, and the appropriate A/R Control Properties are set, a Project code may also be entered with each Revenue Distribution.

Sales Transaction — Revenue Distributions Entry Grid



	"Fast Buttons"
New	Add a new Distr
Modify	Modify the Distr highlighted in th
Delete	Delete the Distr highlighted in th

Data Entry Note

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The Revenue Distributions entry screen is presented only if settings in the A/R Control Preferences specify Multiple Sales Accounts, Multiple Miscellaneous Accounts, or Multiple Freight Accounts.

If the settings in the A/R Control Preferences don't indicate Multiple Sales Accounts, then for any Sales amount entered with the transaction, the system will automatically generate a distribution to the Default Sales Revenue Account.

If the settings in the A/R Control Preferences don't indicate Multiple Miscellaneous Charges Accounts, then for any Miscellaneous amount entered with the transaction, the system will automatically generate a distribution to the Default Miscellaneous Charges Account.

If the settings in the A/R Control Preferences don't indicate Multiple Freight Accounts, then for any Freight amount entered with the transaction, the system will automatically generate a distribution to the Default Freight Account.

In all cases, any Tax amounts entered, the system will automatically generate a distribution to the G/L account associated to the Tax Code.

Revenue Distribution — Entry Screen

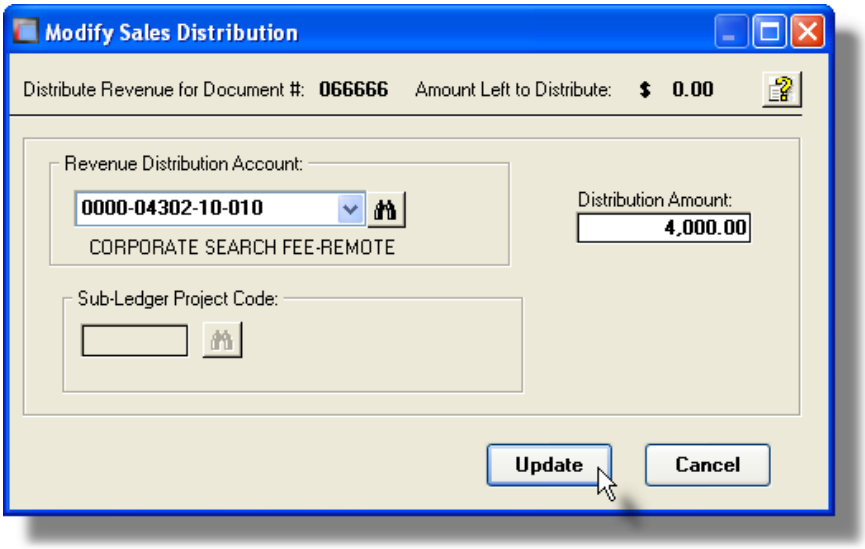
This screen is used to record the amounts associated to a Sales Transaction to a given Revenue Account.

Some points to note about entry of the Revenue distributions:

- The sum of all Revenue Distributions, some of which may be negative, must equal the total of the amounts that are shown that must be distributed.
- Sub-Ledger Project codes may be entered, only if the selected G/L Distribution account has as one of it's properties, the option to Always, or Optionally, allow for a Project code.
- Tax amounts do not have to be recorded as a distribution. The system will do that automatically.
- You may edit the $ Amount directly on the Revenue Distribution screen's grid.

The following screen is displayed to enter or modify the Distribution Account and the amount to be recorded as revenue:

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Revenue Distribution Screen — Field Definitions

G/L Account	*9(18)-9(5)*

This is the G/L Account to which the Revenue is distributed to as a credit. The Account number may be entered directly, or you can use the drop-down list, and select one of the ten most recently entered numbers, or click the G/L Account "Lookup" icon.

Entering the G/L Account

There are a couple of different ways a G/L Account # may be entered. For example, if you wanted to enter G/L Account # **001 - 0500 - 040**, you can type any of the following strings in the field provided:

- **001-0500-040**
- **1-500-40**
- **1 500 40**
- **001 0500 040**
- **0010500040**

Note that the system does remember the last 10 accounts that had been entered. If by chance you need to repeat entry of one of those accounts, just open the drop-list box, and double click on the desired account.

Sub-Ledger Project	*X(6), X(8), X(4)-X(4), or X(4)-99-99*

If the Series 5 General Ledger system is configured to use Sub-Ledger Projects, and the selected account has been designated to allow project codes, this fields will be displayed. Enter the Project Code to which this revenue is associated to.

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Distribution Amount	$ 99,999,999.99-
Enter the amount that is is to be recorded as a revenue to the specified G/L Account.	

6.4.1.5 Repairing a Broken Sales Batch

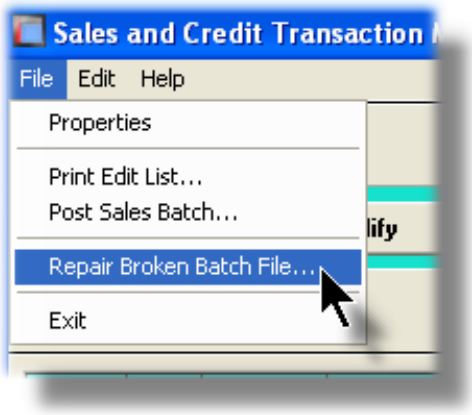
In the unlikely event that some kind of failure with your system or network occurs while entering transactions into the Sales Batch, there is a function that will attempt to fix things.

When Sales Transactions are entered, regardless of which batch they are associated to, they are written to a Sales Transaction file. There is also a Sales Batch Transaction Pointer file that is used to identify those Transactions that actually belong to a specific Sales Batch. If the Pointer record is not written correctly, it will appear as if you have lost the Transaction. But they are actually stored in the system.

This function reads through the Sales Transaction file, and rebuilds the Pointer file for the currently selected Sales Batch.

Accessing the Broken Sale Batch Repair Function

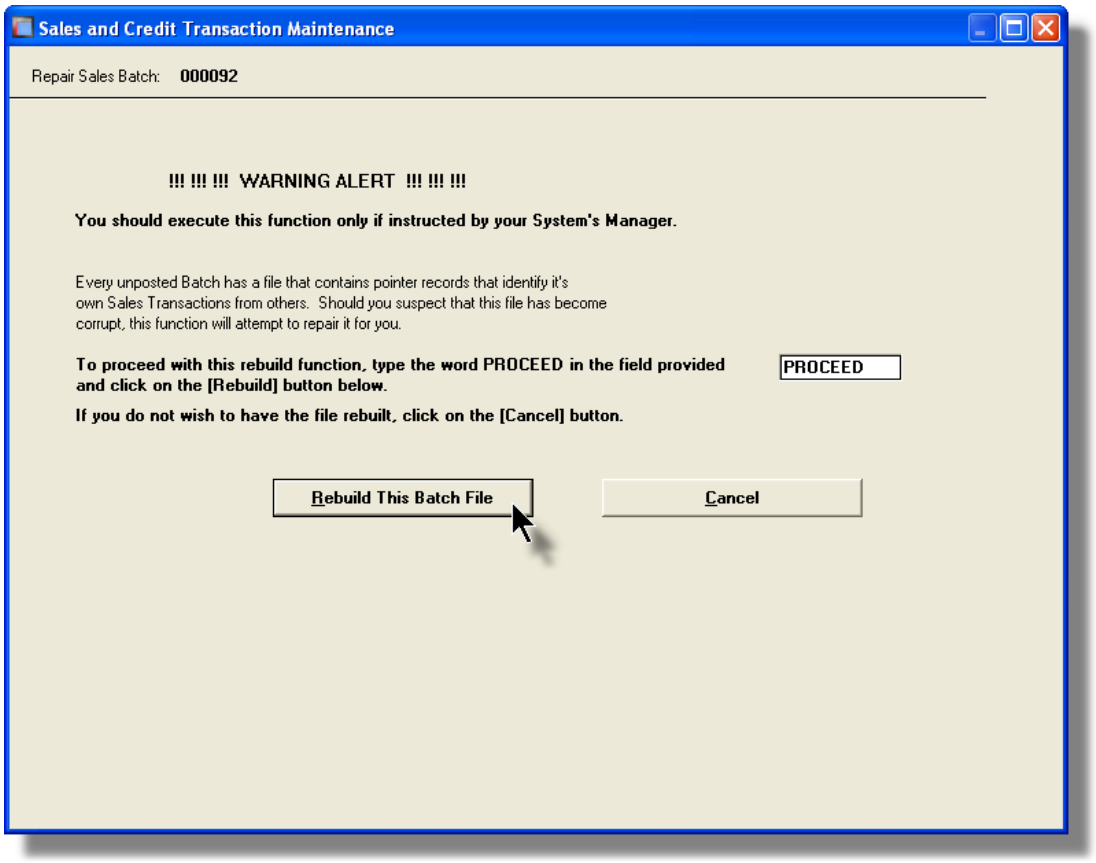
After selecting the batch, from the Sales Transaction grid screen select **Repair Broken Batch File** from the **File** drop-down menu.



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Repair Sales Batch - Verification Screen

The following screen is displayed before the Repair function can proceed. You must type in the word **PROCEED** in the field provided.



A progress bar will be displayed. This function may take some time because it must read through the entire Sales Transaction file, (which on some systems may be very large).

6.4.2 Cash Receipts Entry

This Series 5 Accounts Receivable operation's menu item provides the means to record your Cash Receipts. Customer payments may be recorded to specific Invoices or as Open Credits on account; or cash receipts may be recorded as Non-A/R Cash. The Cash Receipts function may also be used to apply any previously recorded Open Credits to specific invoices.

Some of the features associated to Cash Receipts entry are as follows:

- All Cash Receipts are entered as sets of transactions into operator defined Cash Batches.

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- Batches are created in advance and can have control totals that are tested as transactions are entered.
- Different operators may be working with different batches totally independent of one another.
- When Cash Batches are posted, a journal is generated which is archived for future reference
- Customer payments may be entered and applied to a number of different invoices, or enter as an Open Credit on the customer's account.
- When applying amounts to specific invoices, any Discount that was applicable, may be entered
- When applying amounts to specific invoices, if there was an overpayment or a short pay, the amount can be recorded as an allowance, and recorded to the applicable G/L account
- You may record cash receipts from a single check that needs to be applied to more than one customer. Initially, enter the full amount of the check, and once all invoices that are being paid have been selected, a button is provided that will adjust the amount of the Cash Receipt based on what has been applied. You can then repeat the process for the other customers.
- When Cash Batches are posted, their transactions are copied to a Cash Transaction Archive file. These are kept on file and can be viewed using the Historic Cash Archives function. These archived transactions remain on the system until specifically deleted using the Purge Cash Archive History function.

Loading Bank "Lock-Box" Deposits Transmitted Data

If your bank handles the receipt of Customer payments directly into your accounts, they may be able to provide you with an interface file that contains the relevant Cash Receipts information. If this is the case, then the Series 5 system provides an interface to load these interface files. Please refer to the topic titled Interface Bank Cash Receipts 247.

Before entering the individual Cash Receipts, a Cash Batch must be created. These may be created using the Cash Batch Maintenance function 422, or directly from the Cash Receipts entry routine.

Cash Receipts Entry

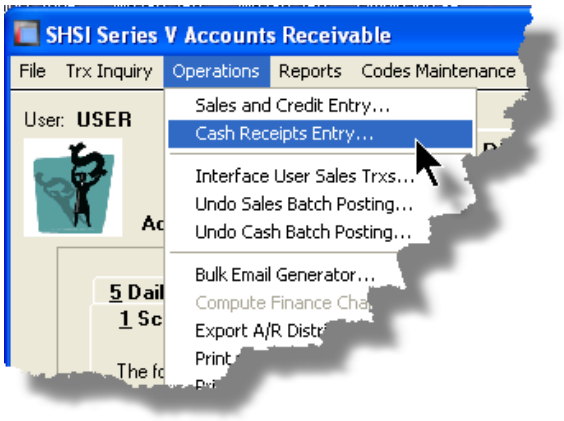
- Cash Batch Selection 223
- Cash Transactions Entry Grid Screen 224
- Cash Transaction Data Entry Screen 225

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- Cash Transaction Apply-To Screens 230
- Repairing a Broken Cash Batch 234

Accessing the A/R Cash Receipts Entry Function

From either the A/R Main menu, select **Cash Receipts Entry** from the **Operations** drop-down menu.



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Cash Receipts Entry Batches

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Batching is provided as the method for entering transactions in those Series 5 applications requiring operator interaction with the screen. Examples of such transactions include the following:

- Accounts Receivable Cash and Sales Transaction Entry
- General Ledger Standard and General Journal Entry
- Customer Order Processing Order Entry
- Accounts Payable Supplier Invoice Entry
- Purchasing System Requisition and PO Transaction Entry

Batching was introduced as a concept to the Series 5 family of applications for three main reasons:

1) To provide a method of validating figures, representing totals of all Invoice transactions, entered into the system. A fixed number of transactions can be assigned for entry under a given Batch, and in advance, the total of all amounts may be computed. This Batch Total may then be used as a check against the total actually entered. If the amounts do not match, the operator is then alerted.

2) To provide for the capability of a great number of transactions to be entered into the system by a number of different operators at the same time. The transactions may be divided into workable sets of transactions, with each set being allocated to a separate operator, and to a separate batch. Each batch may be entered, and posted independently from one another.

3) To ensure that transactions are entered under a rigorous control system. They are first entered into a batch. An edit list may be generated and it's transactions verified to be correct. That batch of transactions is then "posted", moving them into their respective active data files. During the post process, a transaction posting journal is generated and archived, providing an audit trail for future reference.

In essence, transactions are divided into groups of batches prior to data entry. Each batch is allocated a batch number or code, and the sum of all the transactions is determined and used as a Control Total. A batch is created in the respective system, and the various totals and defaults pertinent to the batch are entered. Each transaction is then entered under that batch number, and prior to posting, is only accessible via that batch number. A Transaction Edit List for the batch may be printed prior to the it being posted.

During entry of transactions for a Batch, the current state of the totals is displayed whenever possible. Separate totals, for number of transactions and transaction totals, both expected and actually entered, are maintained in the Batch Header file. In most cases, the Batch Header record is kept on file and may be reviewed at any time in the future. When the Batch Posting option is selected, if the Batch entered values do not match the expected values, the user is warned, and given the option of allowing transaction entry to continue. If a transaction being added causes the number of transactions expected to be exceeded, the user is informed and the entry aborted.

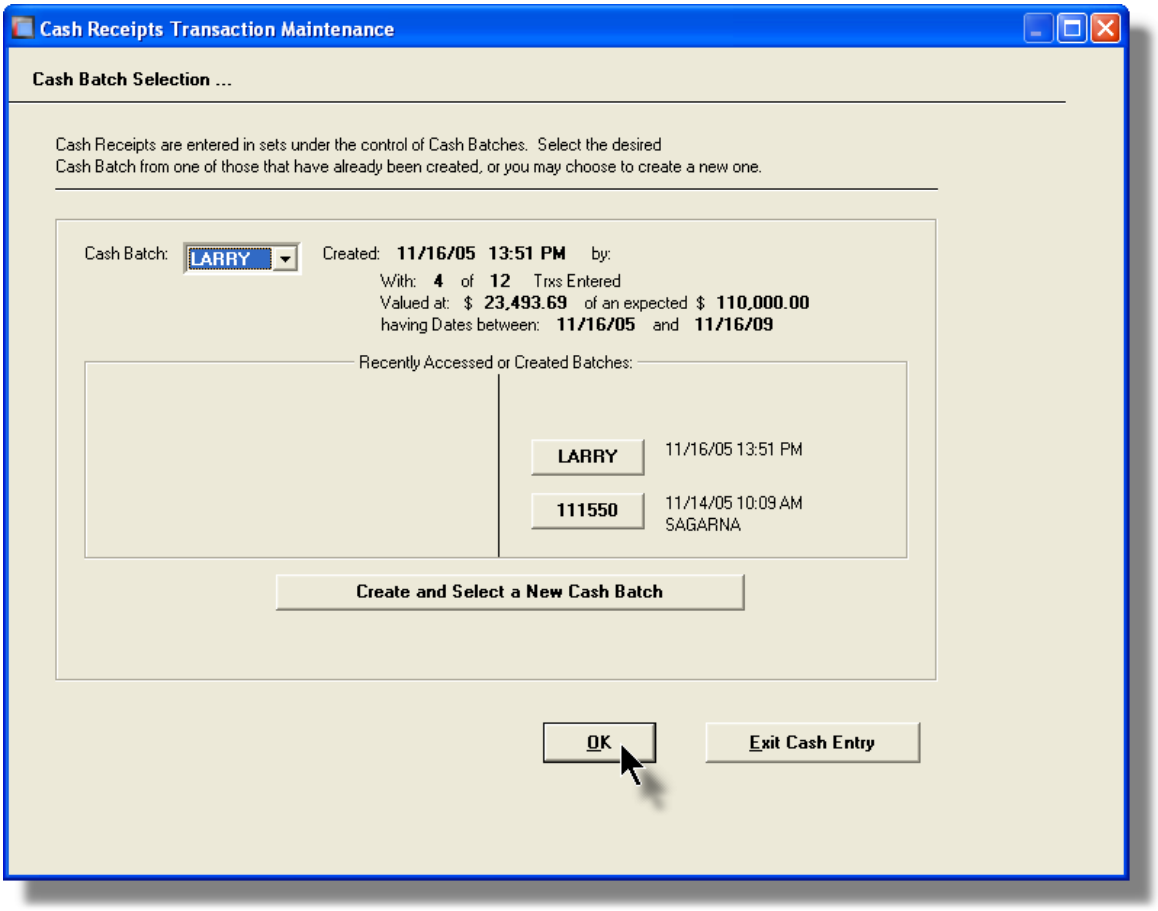
Once a batch is posted, the data may no longer be accessed via the batch number. It may however, be printed in an archive journal. This journal data may be purged by the user to suit his requirements. One example for the use of this journal is to keep a record of the year's transactions, and these transactions could be purged after being listed as part of the year end processing.

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6.4.2.1 Cash Batch Selection

The first screen that is displayed when selecting Cash Receipts Entry is one that lets you select an already establish Cash Batch, or create a new one. It will display push-buttons of the most recently created or accessed Cash Batches. A given Cash Batch may be selected by clicking on the button, or selecting one from the drop-down list.

Cash Batch Selection Screen Grid



If the Cash Batch has not yet been created, you can do so by clicking on the **Create and Select a New Cash Batch** push button.

> **A Processing Tip**
>
> Before setting up a Cash Batch, tally the number of cash receipts, and the total dollar amounts. These figures can be recorded with the Cash Batch properties.

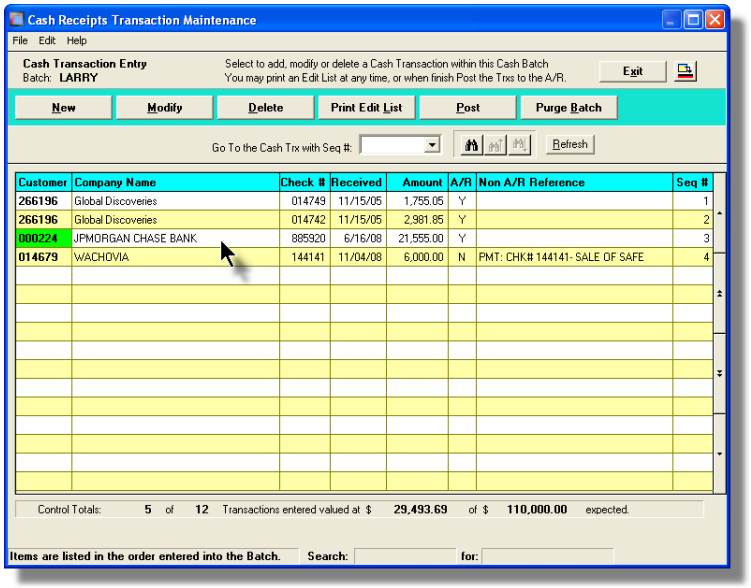
For further discussion, and detailed description of the screen used for adding a new Cash Batch refer to the topic titled Cash Batch Entry Screens 423 found later in this documentation.

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6.4.2.2 Cash Transaction Entry Grid

Cash Transactions for a given Batch are maintained using a Series 5 grid processing screen.

Cash Transaction Entry Grid



"Fast Buttons"	
New	Add a new Tran
Modify	Modify the Trans highlighted in th
Delete	Delete the Tran highlighted i the
Print Edit List	Generate a repo the Transaction Batch
Post	Post the Transa the Batch
Purge Batch	Purge all Trans the Batch, and delete the Batch record

Edit an existing Cash Transaction by double-clicking it's associated row. Standard Series 5 grid controls apply.

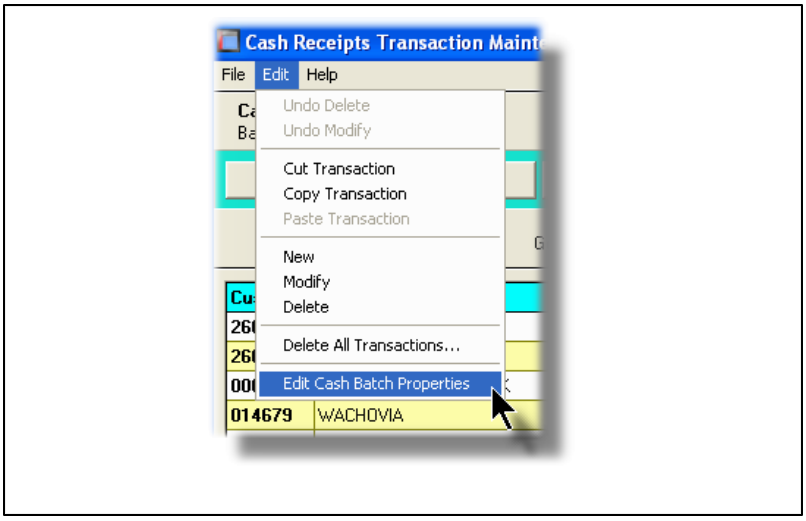
Some points to note about the grid screen are as follows:

- Notice that the control totals for the grid are displayed at the bottom of the screen
- Right click any row with a transaction to have a pop-up menu displayed, offering a number of relevant functions

Operational Tip

You can edit the properties for the batch directly from this Cash Entry grid screen. On the menu bar, click **Edit**, then from the drop down menu, click on **Edit Cash Batch Properties.**

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The edit list, or posting journal when generated, if archived, will be catalogued with a report name of **CASH_XXXXXXnn.LST** or **CASH_XXXXXXnn.JRN** where **XXXXXX** is the Journal Entry session code.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

6.4.2.3 Cash Transaction Data Screen

When adding a new Cash Transaction, it is important to note that there are four types that can be recorded.

- The first, and most common, is that for cash received to be applied to any number of the customer's receivables invoices on file from the sale of goods. These are referred t as A/R Cash Transactions.
- The second is for cash received for Balance Forward Customer. Those that are so flagged, carry a running total of receivables from month to month.
- The third is a special case used solely for applying previously entered Open Credits to individual customer invoices
- And finally, for cash received for Non-Receivable items such as payroll, overpayments the sale of furniture of capital equipment, etc. These are referred t as Non A/R Cash Transactions.

Depending on the the type of customer, or the type of cash receipt required, different screens will be presented

Cash Receipts Entry - Transaction Tab Screen

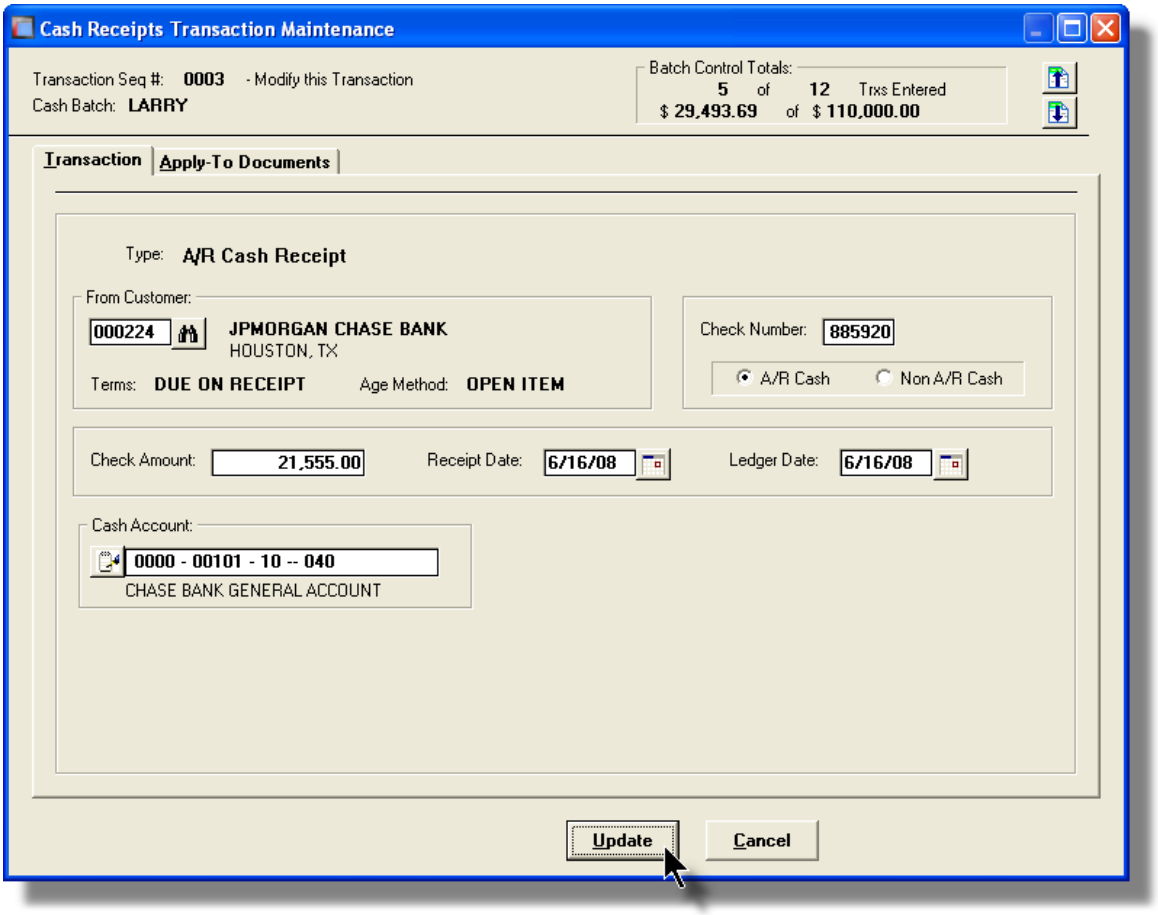
Some points to note when adding a Cash Receipt:

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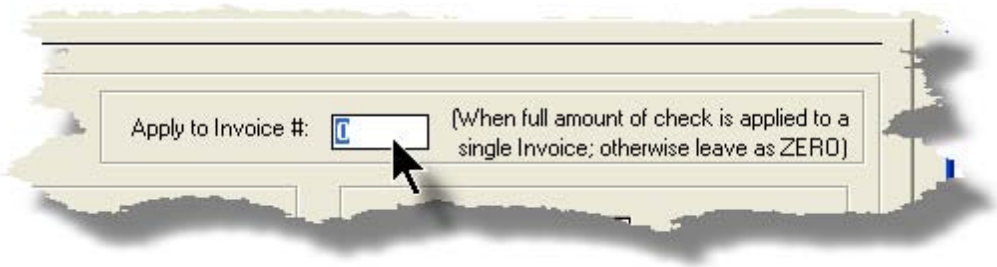
- If the the full amount of the check is to be applied to a single invoice, you can initially enter the applicable Invoice #, and the system will default all subsequent fields that it can, automatically selecting the correct document to be applied to
- Make sure to enter the Check Number, as this is used as part of the key that stores the Cash Transaction for the Customer
- The transaction will default to one that is for cash to be applied as **A/R Cash**. If this is not the case, then be sure to click the **Non A/R Cash** radio button
- If the first 7 characters of the Customer Name is "**NON A/R**", the system will assume that the transaction being entered is a Non-A/R Cash transaction. In this case, the system will automatically assign a Check Number that is determined from the A/R Control Preferences 475.
- Enter the dollar amount of the check that is received, not the amount of the Invoice that is to be paid off.
- The Cash Account will default to the account that was set up for the Batch
- If you need to create a Cash Transaction to record only a Discount or an Adjusting Allowance amount, enter ZERO for the Check Amount
- If entering a Cash Transaction to record previously entered "Open Credits on Account", enter it with the Check Number matching that of the original Open Credit transaction, and with a Check Amount of **ZERO**.

The following screen is displayed for Open Item Customers for Cash Receipts to be applied as A/R Cash to specific items:

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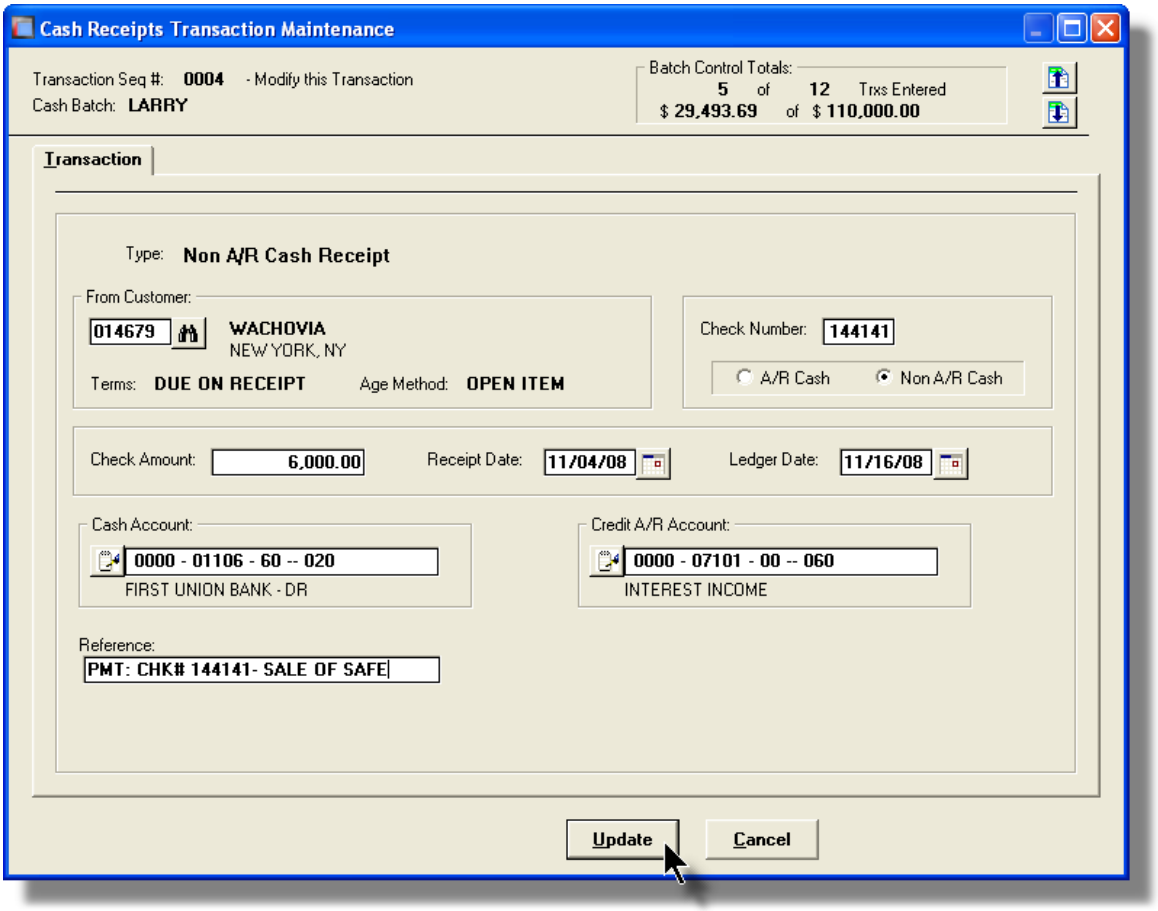
When first adding a Cash Receipt the above screen is displayed, but with an additional field, that offers provides for entry of an Invoice #. This is the customer's invoice to which the check is to be applied.



When adding a Cash Receipt, once this screen is entered, the Apply-To Documents tab screen will be displayed, from which you can select the invoices to which the cash amounts are to be applied to. (Or you can apply to amount as an Open Credit).

The following screen is displayed for Cash Receipts for Non A/R Cash:

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Cash Receipts Transaction Tab Screen - Field Definitions

Apply To Invoice Number	***9(8)***
When first adding the Cash Receipt, if it is to be applied to a particular customer's invoice, then enter that invoice number. The system will automatically assign the customer and all relevant fields. The system will also automatically apply the amount to the specified invoice.	
Customer	***X(6)***
Select the Customer for which the Cash Receipt it to be applied. If the first 7 characters of the Customer's Name is **NON A/R**, then the transactions being entered will be assumed to be a Non A/R transaction.	
Check Number	***9(8)***
Record the Check Number. It will be used in the key that stores the Cash Transaction.	

Data Entry Note

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You may enter two different Cash Receipts for the same customer, with the same check number. If this occurs, the system will display a warning message, and prompt the operator to see if it's OK to proceed.

A/R Cash or Non A/R Cash	***radio-buttons***

If the cash receipt is to be applied to a Customer's invoices or as Open Credit on account, click the A/R Cash radio button

If the cash receipt is not to be applied to a receivable item, then click the Non A/R Cash radio button. (ie., for the sale of furniture, or interest earned, or overpaymets, etc.)

◉ A/R Cash	Is a typical project. Is the default
○ Non A/R Cash	Is the "Father" project to a number of Sub-Ordinate projects. Master Projects don't record any WIP charges.

Check Amount	***$ 99,999,999.99-***

This is the actual total dollar amount of the check being recorded. For Open Item customers, this amount may be applied in whole, or part, to several documents.

If entering a Cash Transaction solely to have an Open Credit applied to one or more invoices, enter a Check Amount of ZERO.

Receipt Date	***(mmddyy)***

This would typically be the check date. It is the date from which automatic allowable discounts are calculated. This may be the check date, postmark date, receipt date, etc., according to your policy. This date will also be carried on all postings to the Accounts Receivable Open files.

Ledger Date	***(mmddyy)***

The Ledger Date defaults to the date that was set up for the Cash Batch. This is the date that is carried on all postings to the General Ledger system.

Cash Account	***9(18)-9(5)***

This is the G/L Cash Account to which the cash distribution is recorded to. If the Accounts Receivable system was configured with only one Cash Account, then this field is not presented to be edited. It defaults to the Cash account that was assigned to the Cash Batch for which the transaction is being entered, but it may be edited as required.

Non A/R Cash - Credit A/R Account	***9(18)-9(5)***

Presented only for Non A/R Cash Transactions. Enter the G/L Account to which the

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amount of the cash receipt will be Credited.	
Non A/R Cash - Reference	***X(30)***
Presented only for Non A/R Cash Transactions. This field may be used to record a brief description of the reason for the cash receipt.	

6.4.2.4 Cash Transaction Apply-To Screen

For normal Cash Transactions, all open items for the customer are displayed in a Series 5 grid screen which may be selected to have applicable cash amounts applied. To have Invoices marked as paid, the operator merely has to double click the row of the desired item. If only a portion of the original invoice is to be applied, the amount may be edited directly on the grid under the **Payment Applied** column of data.

Applying Previously Entered Open Credits

The Cash Receipts entry function may be used to re-distribute previously entered Open Credits for a customer. Using this approach provides an audit trail, in that if recorded as a Cash Transaction, it will be listed in the Cash Receipts Posting Journal.

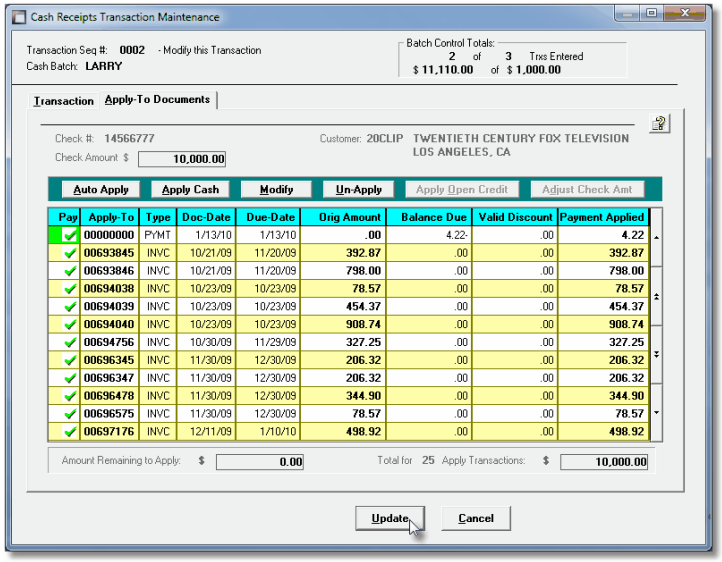
Proceed with the following steps:

- Enter the Cash Transaction with a **Check Number** that matches that of the original Cash Receipt that was entered
- Enter the **Check Amount** as ZERO
- When the Apply-To screen is presented, selected the Open Credit item, (presumably having an Apply-To # of ZERO). Enter the **Cash Receipt Amount**, which is really the amount to be applied, as a negative amount
- Select those Invoices to which the Open Credit amount is to be applied.
- When finished applying the desired amount, the Amount Remaining to Apply should equal ZERO
- For the **Reference Memo** field, it would be a good idea to enter ***"Open Credit Applied"***

With non A/R Cash Transactions, the total amount of the check is applied directly to customer Invoices, or as an Open Credit. The grid screen is not displayed.

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Cash Transaction — Apply-To Documents Entry Grid



	"Fast Buttons"
Auto Apply	Have the system automatically sele Invoices it can for amount of the cas that is remaining t applied. (Only tho Invoices whose B Due amount can Zeroed out are se
Apply Cash	Apply Cash to the Item highlighted ir
Modify	Modify the Apply-T amounts for the C highlighted in the
Un-Apply	Un-Apply Cash fr Open Item highlig grid
Apply as Open Credit	Any amount rema be applied will be as an Open Cred Customer
Adjust Check Amount	After applying the amounts to Open the total amount t been applied, will the Transactions Batch

Apply cash to a specific Open Item in the grid by double-clicking it's associated row.
Standard Series 5 grid controls apply.
Some points to note about the grid screen are as follows:

- When an item has been selected and had an amount applied to it, a check mark is displayed in the first column
- Right click any row with a transaction to have a pop-up menu displayed, offering a number of relevant functions
- You may apply a specific partial amount, or edit an existing payment amount that has been applied, by editing the amount in the Payment Applied column of the grid

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- If you have an overpayment, or the check is for a cash advance, you can choose to have the Amount Remaining to Apply entered as an Open Credit. Click the Apply as Open Credit push button in the "Fast" Button bar. An Open Item will be recorded with an Apply-To number of ZERO.
- If you have received a check that is to be applied to many Invoices, click the Auto-Apply push button in the "Fast" Button bar. The system will automatically select as many invoices as it can, starting with those with the lowest apply-to numbers. ***In order for an Invoice to be automatically selected, there must be enough Amount Remaining of the check to be applied to zero out the Balance Due.***

Operational Tip

If you have a customer check that needs to be applied to more than one customer perform the following steps:

- Enter the 1st transaction to the 1st customer as the full amount of the check
- On the Apply-To grid, select and apply the necessary amounts to the applicable items
- Click the **Adjust Check Amount** in the "Fast" Button bar, and the Cash Transaction's original check amount will be changed to the total amount that has been applied.
- Enter another transaction to the next customer with the remaining amount of the check
- Apply to the applicable items
- Repeat until there is no more amount remaining to apply

Cash Apply-To — Entry Screen

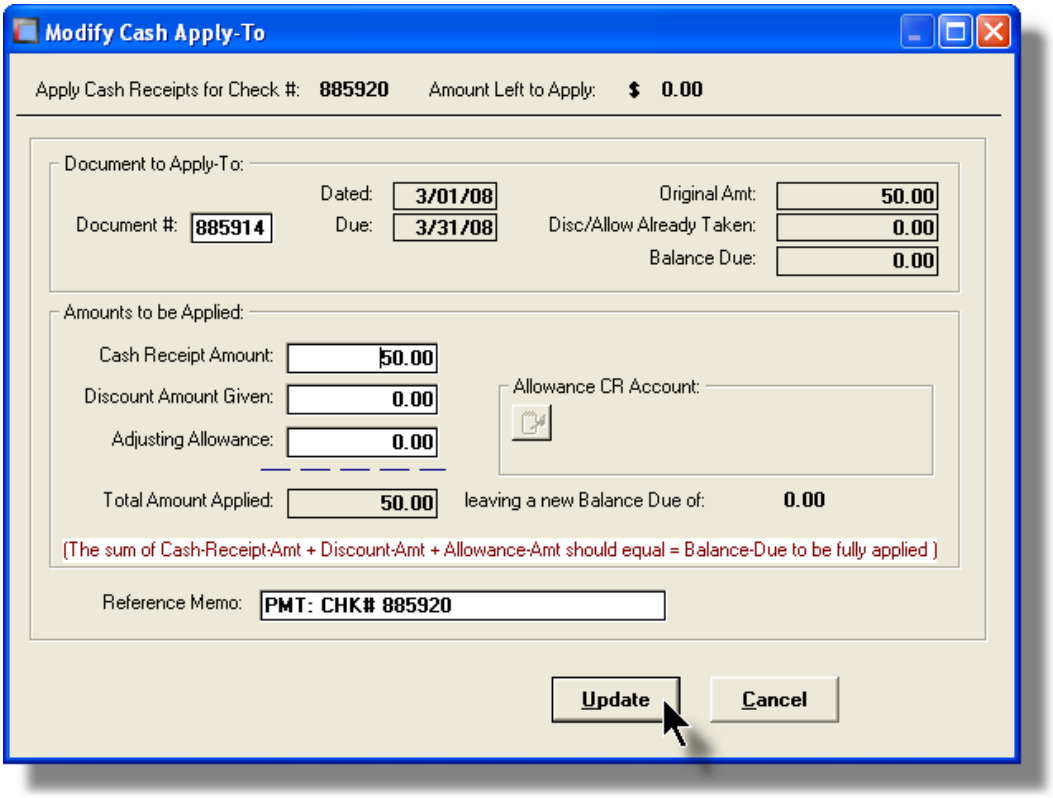
This screen is used to apply any cash amount to a selected Open Item. A Discount Amount and an Adjustment Amount may also be recorded when applicable. The Adjusting Amount is used to accommodate short pays and/or variations in currency.

Some points to note about apply cash to specific Open Items:

- The Cash Receipt, Discount and Allowance amounts are typically always entered as a positive value. If the intent is to end up with the Open Item's Balance Due equal to Zero, then the sum of these values should equal the Balance Due for the item
- If the customer's check is a short pay, then record the difference between what was paid, and what is due as a positive Allowance amount

The following screen is displayed for to enter or modify the amount that are to apply to a particular Open Item:

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Cash Apply To Screen — Field Definitions

Document Number	***9(8)***
This is the Document Number of the Open Item to which the cash amounts are to be applied to. (This will, in most cases, be already identified by the function that was performed on the Apply-To grid). If an amount is not applied to any particular Open Item, then the Document Number will be equal to ZERO, and this is known as an **Open Credit On Account**. *(You can use the Cash Entry function to allocate any Open Credits to specific Invoices at later time).*	
Cash Receipt Amount	***$ 99,999,999.99-***
This is the dollar amount of the Cash Receipt that is applied to the selected Open Item. To reduce the Balance Due of the Open Item to ZERO, the sum of the Cash Receipt Amount + Discount Amount + Allowance Amount should equal the Balance Due of the item.	
Discount Amount Given	***$ 99,999.99-***
If any Discounts are given to the customer's Open Item Invoice, enter that amount. To reduce the Balance Due of the Open Item to ZERO, the sum of the Cash Receipt Amount	

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+ Discount Amount + Allowance Amount should equal the Balance Due of the item.	
Adjusting Allowance	***$ 99,999,999.99-***
The Allowance Amount is used to record any short pay amount that is basically to be written off. It may also be used to record any discrepancy as a result of foreign currency exchange rates. Either way, when an non-zero amount is entered, you will need to enter a G/L Account to which a Credit will be recorded.	
Allowance Credit Account	***9(18)-9(5)***
When an non-zero Adjusting Allowance Amount is entered, you will need to enter a G/L Account to which a Credit will be recorded. This might be the G/L account that records Customer Short Pays, or a Foreign Exchange Gain/Loss account.	
Reference Amount	***X(30)***
This field is used to record a description associated to the amount applied.	

6.4.2.5 Repairing a Broken Cash Batch

In the unlikely event that some kind of failure with your system or network occurs while entering transactions into the Cash Batch, there is a function that will attempt to fix things.

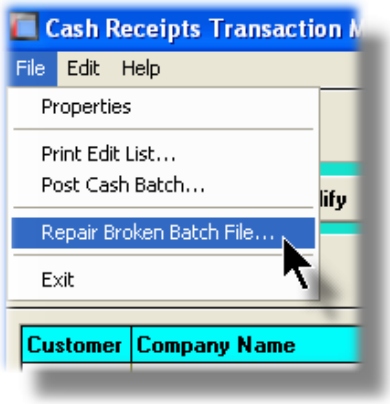
When Cash Transactions are entered, regardless of which batch they are associated to, they are written to a Cash Transaction file. There is also a Cash Batch Transaction Pointer file that is used to identify those Cash Transactions that actually belong to a specific Cash Batch. If the Pointer record is not written correctly, it will appear as if you have lost the Cash Transaction. But they are actually stored in the system.

This function reads through the Cash Transaction file, and rebuilds the Pointer file for the currently selected Cash Batch.

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Accessing the Broken Cash Batch Repair Function

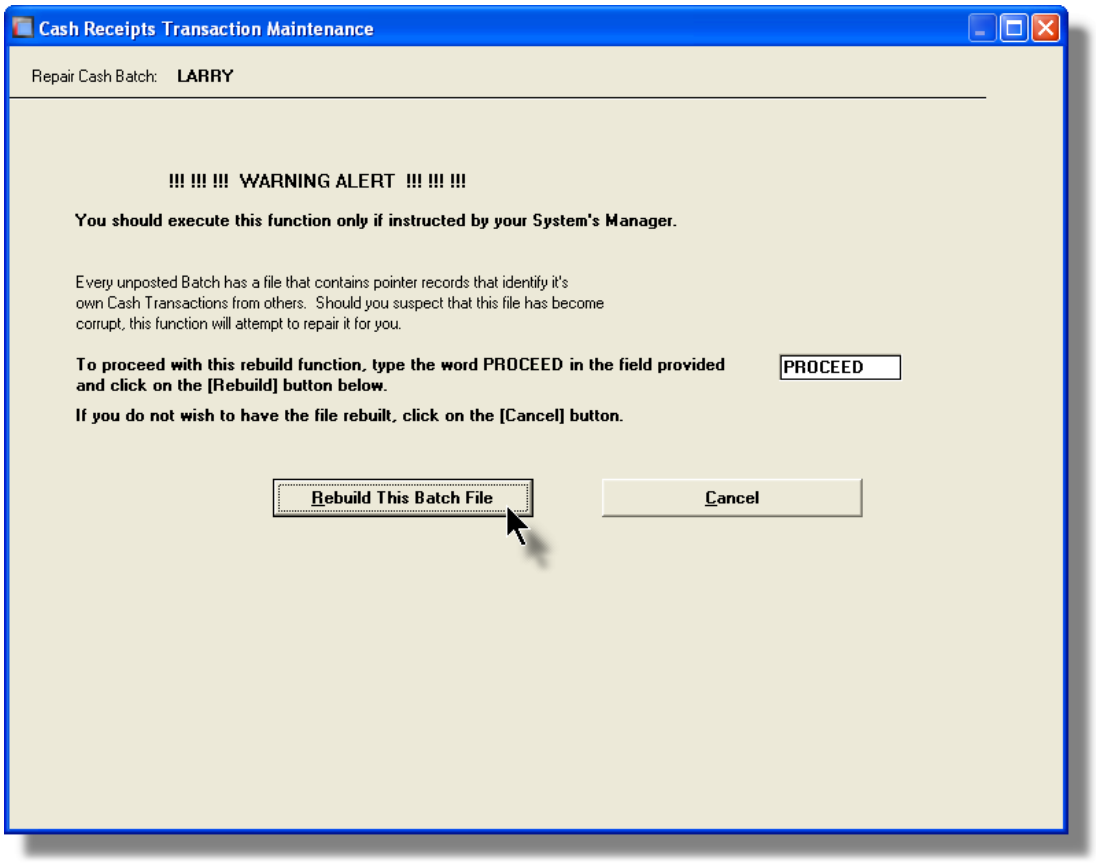
After selecting the batch, from the Cash Transaction grid screen select **Repair Broken Batch File** from the **File** drop-down menu.



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Repair Cash Batch - Verification Screen

The following screen is displayed before the Repair function can proceed. You must type in the word **PROCEED** in the field provided.



A progress bar will be displayed. This function may take some time because it must read through the entire Cash Transaction file, (which on some systems may be very large).

6.4.3 Load Sales Transactions from Spreadsheet or CSV

The Series 5 Accounts Receivable system is designed as a stand-alone system that can handle receivables for invoices generated either by other Series 5 applications, or by other systems home grown Invoicing or production packages. Either way, Sales Transactions are interfaced into an A/R Sales Batch, and eventually posted as Receivables.

This menu function provides the means to load Sales Transactions from an external source such as a custom developed Order Entry or Invoicing system. That system needs only to generate an Excel spreadsheet, a CSV text file, or a Tab-Delimited text file in a specifically designed format. That file is then read and processed to build the Sales Transactions for the Series 5 system.

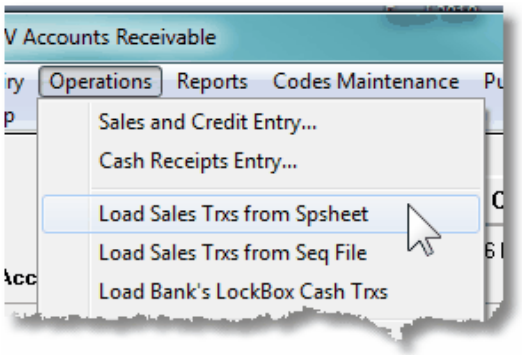
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Some points to note when interfacing Sales Transactions:

- The interface file may be processed either to be read to generate a report, or to actually generated Sales Transactions, or both. The report may be generated as a full interface journal, or as just an exception report.
- All input data is validated. Any Customer Codes, A/R Revenue Accounts, Sales Representative Codes are all validated within the A/R system. If undefined Customer codes are encountered, the interface to the a Sales Batch will be aborted.
- The system, by default, will look for the interface file in a sub-folder on your system that is defined by a variable in the runtime configuration file 500. Your System's Manager can set this up for you.
- After interfacing the transactions to the selected A/R Sales Batch, you must select Sales and Credit Entry function 199 from the A/R's Operations drop-down menu, select the batch, and post it to have the transactions recorded as receivables.
- If recording Credit Transactions, enter the values of the amounts in both the Transaction's fields, and the Distribution's fields as negative numbers.
- If a Miscellaneous Charge or a Freight Charge is to be entered with the Transaction, and in the A/R Control Preferences 480 the respective **Multiple Accounts** property is checked, then you must record a Distribution record with the associated amount. (***If the Multiple Accounts property is not checked, the system will automatically build and record the associated distribution when the A/R Sales Batch is posted***).

Accessing the Interface User Sales function

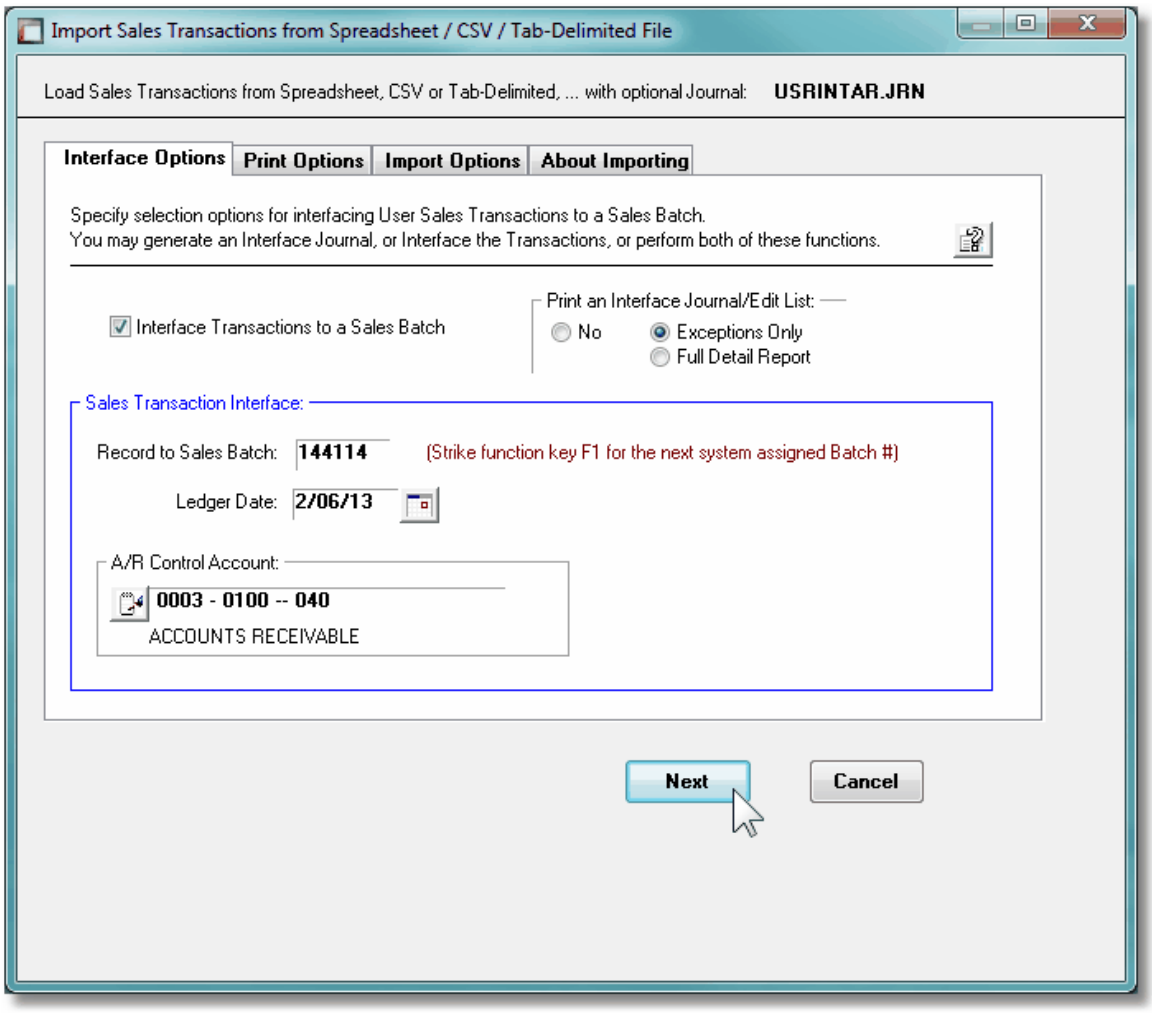
From the A/R Main menu, select **Interface User Sales Trxs** from the **Operations** drop-down menu.



Interface Users Sales - Options Screen

The following screen is presented when interfacing the user defined Sales Transactions:

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Default Input From Folder

You would typically always have the interface file that is generated from the invoicing or order entry system deposited into the same folder. As such, it would be nice to have this interface function load the file without the operator having to hunt for it.

A variable may be be added to the Runtime Configuration file that specifies the path from where the interface files are always loaded. It needs to be defined as follows:

xxx-TRXTXT-PATH full-directory-path

Where: **xxx** is the Series 5 company system code
full-directory-path is the full path to the directory

Contact your system or accounting manager to have this capability set up.

The Interface Journal/Edit list report generated, if archived, will be catalogued with a report name of **USRINTAR.JRN**.

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The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

Field Definitions

Interface Transactions to a Sales Batch	***check-box***
When loading the Sales transactions interface data, if you wish to build Sales Transactions and have them written to an A/R Sales Batch, set this check box.	
Print an Interface Journal/Edit List	***radio-buttons***
When loading the A/R transactions interface data, if you wish to have an edit list, a exception report, or a journal report generated, set this applicable radio-button. The Full Detail report list all transactions. The Exception report lists only those transactions that have an undefined Customer, Revenue Account, or Salesman code; or those invoices that are already in the A/R system.	
Sales Transaction Batch Code	***X(6)***
This is the code assigned to the Sales Transaction Batch. It can be either numeric, or alphanumeric. There should not be any spaces or punctuation in the batch code, as it is used within the name of one of the Series 5 data files. If you wish to have the system automatically assign a unique numeric Batch code, press the F1 function key.	
Ledger Date	***(mmddyy)***
If not provided by the interface file, when Sales transactions are generated, this date will be automatically assigned as the Ledger Date. When associated G/L distributions are generated, this is the date that is used.	
A/R Control Account	***9(18)-9(5)***
If not provided by the interface file, when Sales transactions are generated, the A/R Account entered here will be automatically assigned.	

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Sales Transaction Import Data Format

The following fields are input from an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The input file, by default, is named **UserSalesTrxs.XLS.**

Column #	*Excel Column*	*Field*	*Format*
1	A	Record ID (1-Transaction, 2-Distributions)	9(1)
2	B	Document Number	9(8)
3	C	Document Type I - Invoice / P - Payment D - Debit / C - Credit	X(1)
4	D	Apply-To Number (if Zero defaults to the Document Number)	9(8)
5	E	Customer Code	X(6)
6	F	Document Date	MM/DD/YY
7	G	Due Date (if Zero computed based on Customer Terms)	MM/DD/YY
8	H	Ledger Date (if Zero uses current system date)	MM/DD/YY
9	I	Invoice Amount	-99,999,999.99
10	J	Miscellaneous Amount	-99,999.99
11	K	Tax-1 Amount	-99,999.99
12	L	Tax-2 Amount	-99,999.99
13	M	Freight Amount	-9,999.99
14	N	Cost of Sale Amount	-99,999,999.99
15	O	Sales Representative Code	X(3)
16	P	Commission Amount	-99,999.99
17	Q	Sales Transaction A/R User Code	X(6)

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18	R	Reference	X(40)
19	S	A/R Control Account - Main	9(18)
20	T	A/R Control Account - Profit Center	9(5)
21	U	Prepayment Code	X(3)
22	V	Prepayment Amount	-99,999,999.99
23	W	Prepayment Reference	X(20)
24	X	Prepayment Cash Account - Main	9(18)
25	Y	Prepayment Cash Account - Profit Center	9(5)
26	Z	Revenue Distribution Amount	-99,999,999.99
27	AA	Revenue Distribution Account - Main	9(18)
28	AB	Revenue Distribution Account - Profit Center	9(5)
29	AC	Revenue Distribution Sub-Ledger Code	X(10)

Revenue Distribution Input Data Rows

The fields for the 1st Revenue Distribution must be entered in columns Z thru AC on the initial transaction data row with Record ID = 1. Additional Revenue Distributions must be entered in columns Z thru AC on those rows following with Record ID = 2, **(and where the Document Number in column B must be equal to that of the transaction being entered)**. All other fields in columns C thru Y should be left blank.

6.4.4 Load Sales Transactions from Sequential Files

The Series 5 Accounts Receivable system is designed as a stand-alone system that can handle receivables for invoices generated either by other Series 5 applications, or by other systems home grown Invoicing or production packages. Either way, Sales Transactions are interfaced into an A/R Sales Batch, and eventually posted as Receivables.

This menu function provides the means to load Sales Transactions from an external source such as a custom developed Order Entry or Invoicing system. That system needs only to generate a sequential file in a specifically designed format. That file is then read and

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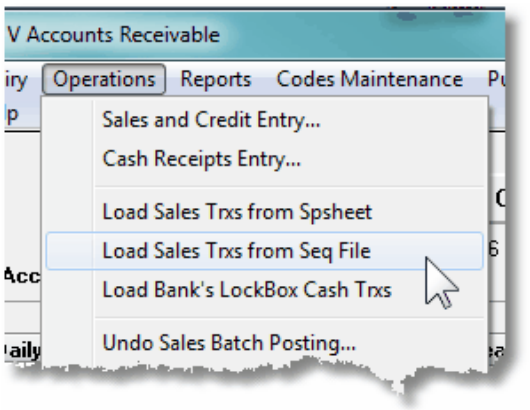
processed to build the Sales Transactions for the Series 5 system.

Some points to note when interfacing Sales Transactions:

- The interface file may be processed either to be read to generate a report, or to actually generated Sales Transactions, or both. The report may be generated as a full interface journal, or as just an exception report.
- All input data is validated. Any Customer Codes, A/R Revenue Accounts, Sales Representative Codes are all validated within the A/R system. If undefined Customer codes are encountered, the interface to the a Sales Batch will be aborted.
- The system, by default, will look for the interface file in a sub-folder on your system that is defined by a variable in the runtime configuration file 500. Your System's Manager can set this up for you.
- After interfacing the transactions to the selected A/R Sales Batch, you must select Sales and Credit Entry function 199 from the A/R's Operations drop-down menu, select the batch, and post it to have the transactions recorded as receivables.
- If recording Credit Transactions, enter the values of the amounts in both the Transaction's fields, and the Distribution's fields as negative numbers.
- If a Miscellaneous Charge or a Freight Charge is to be entered with the Transaction, and in the A/R Control Preferences 480 the respective **Multiple Accounts** property is checked, then you must record a Distribution record with the associated amount. (***If the Multiple Accounts property is not checked, the system will automatically build and record the associated distribution when the A/R Sales Batch is posted***).

Accessing the Interface User Sales function

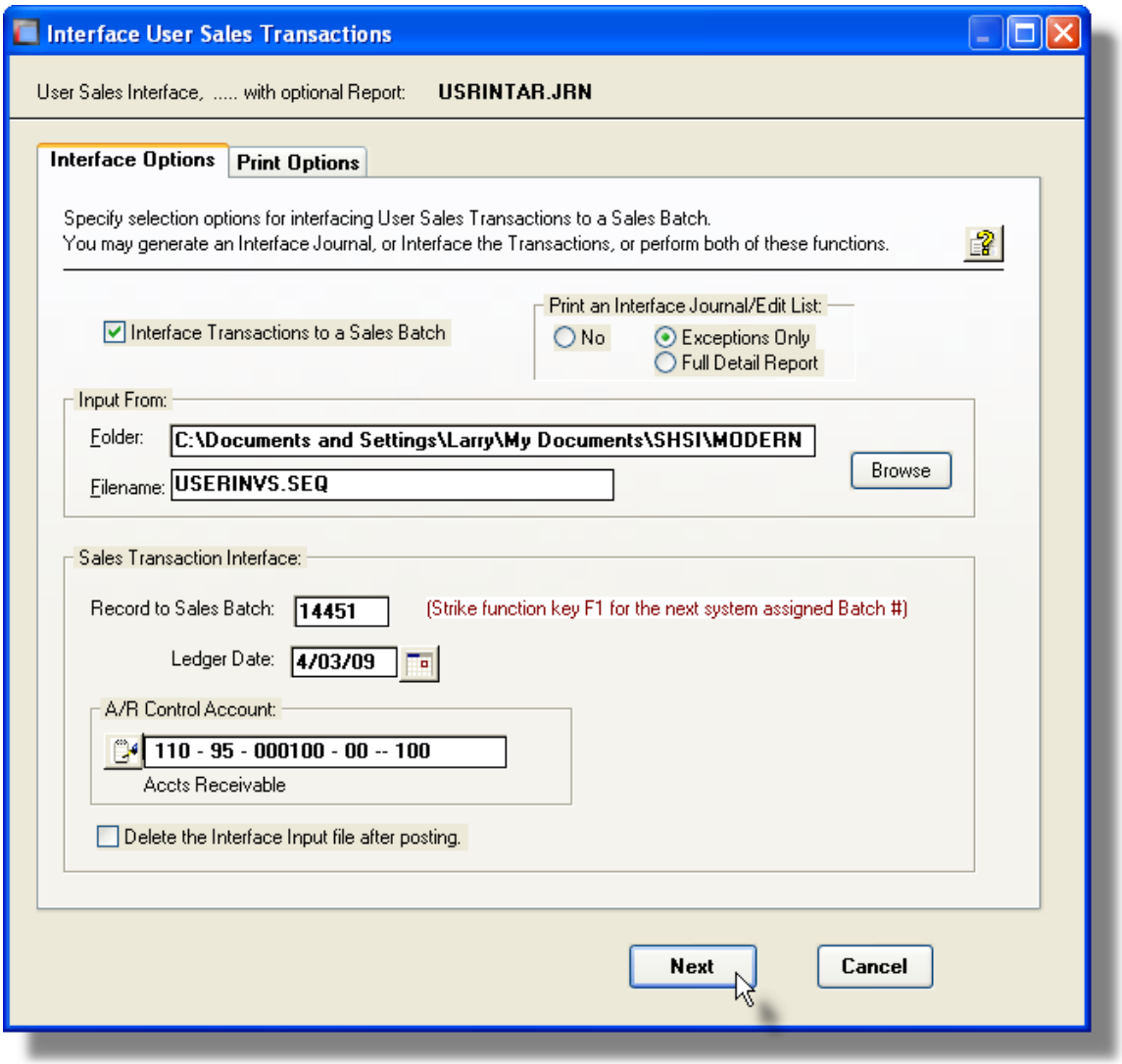
From the A/R Main menu, select **Interface User Sales Trxs** from the **Operations** drop-down menu.



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Interface Users Sales - Options Screen

The following screen is presented when interfacing the user defined Sales Transactions:



Default Input From Folder

You would typically always have the interface file that is generated from the invoicing or order entry system deposited into the same folder. As such, it would be nice to have this interface function load the file without the operator having to hunt for it.

A variable may be be added to the Runtime Configuration file 500 that specifies the path from where the interface files are always loaded. It needs to be defined as follows:

xxx-TRXTXT-PATH full-directory-path

Where: **xxx** is the Series 5 company system code

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full-directory-path is the full path to the directory

Contact your system or accounting manager to have this capability set up.

The Interface Journal/Edit list report generated, if archived, will be catalogued with a report name of **USRINTAR.JRN**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing for full details).*

Field Definitions

Interface Transactions to a Sales Batch	***check-box***
When loading the Sales transactions interface data, if you wish to build Sales Transactions and have them written to an A/R Sales Batch, set this check box.	
Print an Interface Journal/Edit List	***radio-buttons***
When loading the A/R transactions interface data, if you wish to have an edit list, a exception report, or a journal report generated, set this applicable radio-button. The Full Detail report list all transactions. The Exception report lists only those transactions that have an undefined Customer, Revenue Account, or Salesman code; or those invoices that are already in the A/R system.	
Input From Folder and Filename	***X(30) and X(120)***
If loading from a Sequential file, then enter the folder and filename of the file to be interfaced. Click the **Browse** button to navigate to the file to be interfaced.	
Sales Transaction Batch Code	***X(6)***
This is the code assigned to the Sales Transaction Batch. It can be either numeric, or alphanumeric. There should not be any spaces or punctuation in the batch code, as it is used within the name of one of the Series 5 data files. If you wish to have the system automatically assign a unique numeric Batch code, press the F1 function key.	
Ledger Date	***(mmddyy)***
If not provided by the interface file, when Sales transactions are generated, this date will be automatically assigned as the Ledger Date. When associated G/L distributions are generated, this is the date that is used.	

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A/R Control Account	***9(18)-9(5)***
If not provided by the interface file, when Sales transactions are generated, the A/R Account entered here will be automatically assigned.	
Delete the Interface Input file after Posting	***check-box***
When interfacing from Sequential flag file, if you wish to have that file automatically deleted after the interface has completed, set this check box.	

User Sales Transaction Sequential File Import - Input Record Definition

When loading Sales Transactions interfaced from sequential file the following record layout defines the fields:

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```
*  SEQUENTIAL FILE DEFINITIONS FOR USER INVOICE RECORDS FOR INTERFACE TO A/R BATCHES
*
*  EACH RECORD IS 132 BYTES (LAST 6 BYTES USED FOR A RECORD COUNTER AND A NEWLINE)
*
*  THREE TYPES OF RECORDS DEFINED:
*       TYPE 1  -  PRIMARY INVOICE RECORD
*       TYPE 2  -  ALTERNATE INVOICE RECORD  (OPTIONAL)
*       TYPE 3  -  REVENUE DISTRIBUTION RECORD
*
 FD  USER-INV-FILE
       LABEL RECORDS ARE STANDARD.

 01 USER-INVOICE-RECORD-1.
       03 USER-INV-REC-TYPE                    PIC 9(1).
       03 USER-INV-DOC-NUMBER                  PIC 9(8).
       03 USER-INV-DOC-TYPE                    PIC X(1).
       03 USER-INV-CUSTOMER                    PIC X(6).
       03 USER-INV-APPLY-NUMBER                PIC 9(8).
       03 USER-INV-DOC-DATE                    PIC 9(6).
       03 USER-INV-AMOUNT                      PIC S9(8)V99 SIGN IS TRAILING SEPARATE.
       03 USER-INV-MISC-AMOUNT                 PIC S9(5)V99 SIGN IS TRAILING SEPARATE.
       03 USER-INV-TAX-1-AMOUNT                PIC S9(5)V99 SIGN IS TRAILING SEPARATE.
       03 USER-INV-TAX-2-AMOUNT                PIC S9(5)V99 SIGN IS TRAILING SEPARATE.
       03 USER-INV-FREIGHT                     PIC S9(4)V99 SIGN IS TRAILING SEPARATE.
       03 USER-INV-COST-AMOUNT                 PIC S9(8)V99 SIGN IS TRAILING SEPARATE.
       03 USER-INV-SALESMAN                    PIC X(3).
       03 USER-INV-COMMISSION                  PIC S9(5)V99 SIGN IS TRAILING SEPARATE.
       03 USER-INV-USER-CODE                   PIC X(6).
       03 USER-INV-DUE-DATE                    PIC 9(6).
       03 FILLER                               PIC X(20).
       03 USER-INV-REC-COUNT                   PIC 9(5).
       03 USER-INV-EOL                         PIC X(1).

 01 USER-INVOICE-RECORD-2.
       03 FILLER                               PIC 9(1).
       03 FILLER                               PIC 9(8).
       03 USER-INV-REFERENCE                   PIC X(40).
       03 USER-INV-AR-ACCOUNT.
             05 USER-INV-AR-MAIN-ACCT          PIC 9(18).
             05 USER-INV-AR-SUB-ACCT           PIC 9(5).
       03 USER-INV-PREPAY-TYPE                 PIC X(3).
       03 USER-INV-PREPAY-AMOUNT               PIC S9(7)V99 SIGN IS TRAILING SEPARATE.
       03 USER-INV-PREPAY-REFERENCE            PIC X(18).
       03 USER-INV-PREPAY-CASH-ACCOUNT.
             05 USER-INV-PREPAY-MAIN-ACCT      PIC 9(18).
             05 USER-INV-PREPAY-SUB-ACCT       PIC 9(5).
       03 FILLER                               PIC 9(5).
       03 FILLER                               PIC X(1).

 01 USER-INVOICE-RECORD-3.
       03 FILLER                               PIC 9(1).
       03 FILLER                               PIC 9(8).
       03 USER-INV-REVENUE-ACCOUNT.
             05 USER-INV-REVENUE-MAIN-ACCT     PIC 9(18).
             05 USER-INV-REVENUE-SUB-ACCT      PIC 9(5).
       03 USER-INV-SUBLEDGER-CODE              PIC X(8).
       03 USER-INV-DISTRIBUTION-AMOUNT         PIC S9(8)V99 SIGN IS TRAILING SEPARATE.
       03 FILLER                               PIC X(75).
       03 FILLER                               PIC 9(5).
       03 FILLER                               PIC X(1).
```

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6.4.5 Load Bank Lock-Box Cash Receipts

If you have arranged with your bank to handle the receipt of Customer payments, directly into a "Lock-Box", and subsequently into your account, they may be able to provide you with an interface file that contains the relevant Cash Receipts information. If this is the case, then the Series 5 system provides an interface to load these interface files. Cash Transactions will be automatically created within an A/R Cash Batch, which then can be selected and eventually posted into the Receivables system.

This menu function provides the means to load Cash Transactions from an external source, such as your bank. That system needs only to generate a sequential file in a specifically designed format. That file is then read and processed to build the Cash Transactions for the Series 5 system.

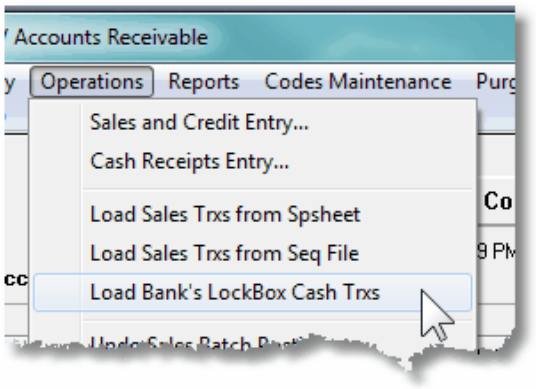
Some points to note when interfacing Cash Transactions:

- The interface file may be processed either to be read to generate a report, or to actually generated Cash Transactions, or both. The report may be generated as a full interface journal, or as just an exception report.
- All input data is validated. Any Customer Codes and Cash Apply-To Numbers are validated within the A/R system.
- If the Apply-To # provided is ZERO, and Amount to be Applied is also ZERO, then the system will attempt to apply the Check Amount to whatever Open Items are on file for the Customer. If anything is left over, then it will be recorded as an "Open Credit on Account".
- If a Customer code is not provided, the system will attempt to identify it by reading the Open Item to be paid using the Apply-To Document # that is provided. If the Open -Item to be paid cannot be identified, the cash receipt transaction is flagged accordingly, and a message written to the posting journal. (The Customer Code will be set to "^^^^^^").
- If a Customer code is provided, but the Apply-To Document Number is ZERO, the system will record the payment as an "Open Credit" on account.
- If one check is received that has amounts that are to be applied to multiple Open Items, then they should be recorded as separate items grouped together, and all have the same Check # and Check Amount. (In this case it's also possible to have the items that are being paid to be for different customers; as would be the case if a head office is making a payment for multiple branches/customers).
- To deal with the case where more than one check is received to be applied to a single Invoice then each check should be provided as a separate input record and the Apply-To Amount for each must exceed the Check Amount. The correct amount will be applied.
- After interfacing the transactions to the selected A/R Cash Batch, you must select Cash Receipts Entry function 218 from the A/R's Operations drop-down menu, select the batch, and post it to have the cash receipts recorded as Open Items.

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Accessing the Interface User Cash function

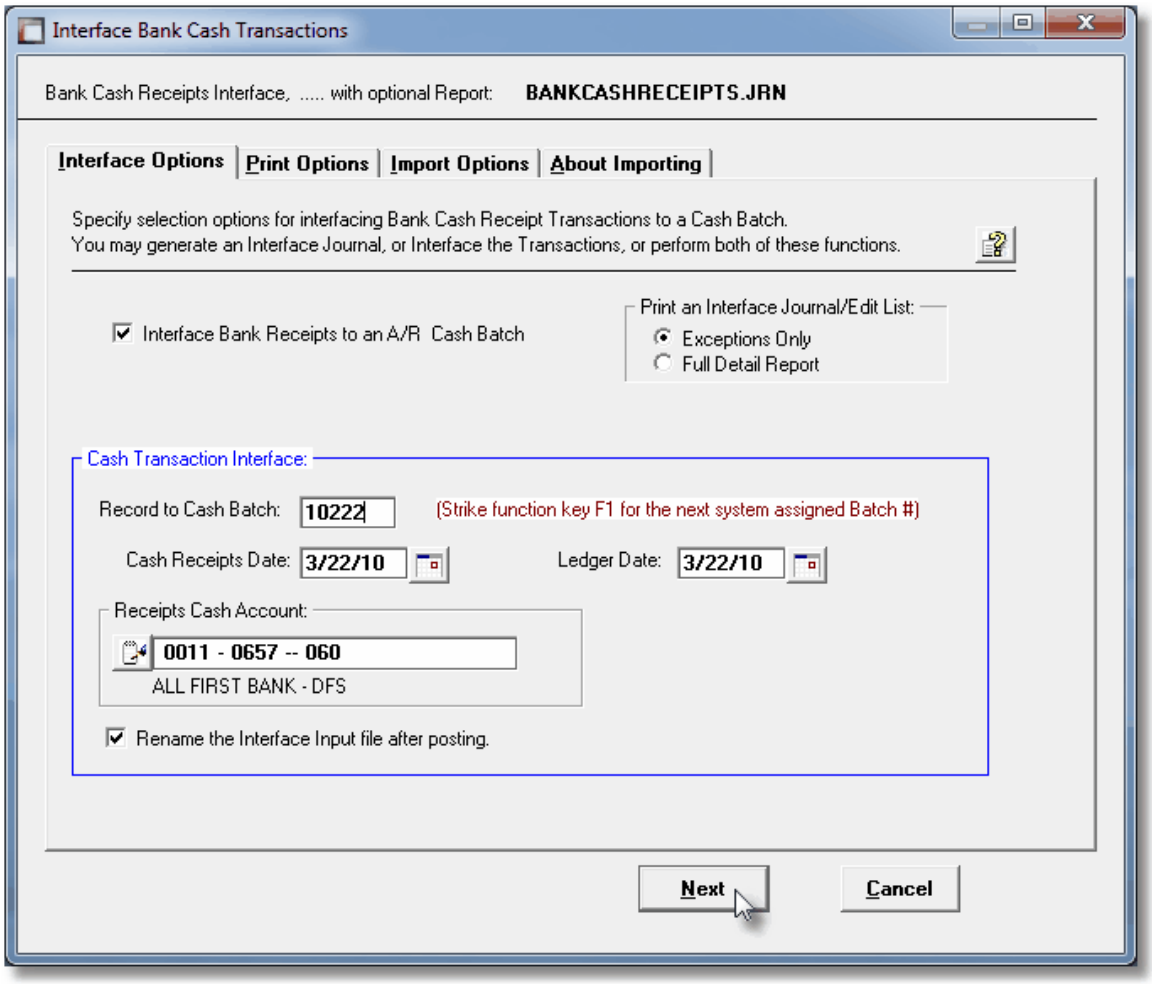
From the A/R Main menu, select **Interface Bank Cash Trxs** from the **Operations** drop-down menu.



Interface Bank Cash Receipts - Options Screen

The following screen is presented when interfacing the Bank Cash Receipts Transactions:

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Default Input From Folder

You would typically always have the interface file that is received from your bank deposited into the same folder. As such, it would be nice to have this interface function load the file without the operator having to hunt for it.

A variable may be be added to the Runtime Configuration file 500 that specifies the path from where the bank cash receipts interface files are always loaded. It needs to be defined as follows:

xxx-CASHTRX-PATH full-directory-path

Where: **xxx** is the Series 5 company system code
full-directory-path is the full path to the directory

Contact your system or accounting manager to have this capability set up.

The Interface Journal/Edit list report generated, if archived, will be catalogued with a report name of **BANKCASHRECEIPTS.JRN**.

The Print Options tab screen will be displayed, from which you can select to direct the output

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to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

Field Definitions

Ledger Date

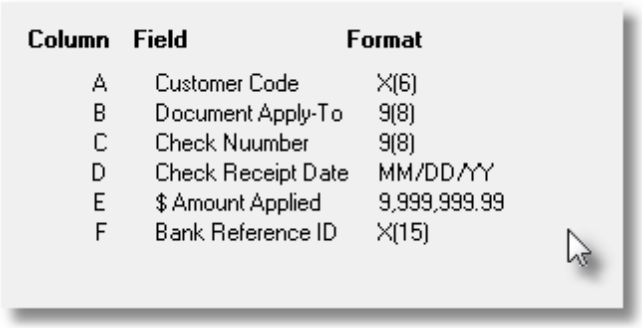
Interface Bank Receipts to a Cash Batch	***check-box***
When loading the Cash transactions interface data, if you wish to build Cash Transactions and have them written to an A/R Cash Batch, set this check box.	
Print an Interface Journal/Edit List	***radio-buttons***
When loading the Cash Receipts interface data, if you wish to have an edit list, a exception report, or a journal report generated, set this applicable radio-button. The Full Detail report list all transactions. The Exception report lists only those transactions that have missing Check Numbers or Customer Codes, where a ZERO Apply-To numbers was found, or where an Open Item document does not exist for the given cash receipt's Customer/Apply-To codes.	
Cash Transaction Batch Code	***X(6)***
This is the code assigned to the Cash Transaction Batch. It can be either numeric, or alphanumeric. There should not be any spaces or punctuation in the batch code, as it is used within the name of one of the Series 5 data files. If you wish to have the system automatically assign a unique numeric Batch code, press the F1 function key.	
Cash Receipts Date	***(mmddyy)***
When Cash transactions are generated, this date will be automatically assigned as the Cash Receipt Date, if not provided. This will default to the date prior to the date the interface is executed. (If it's executed on Monday, then Friday's date will be assigned).	
Ledger Date	***(mmddyy)***
When Cash transactions are generated, this date will be automatically assigned as the Ledger Date. When associated G/L distributions are generated, this is the date that is used.	
Receipts Cash Account	***9(18)-9(5)***
If not provided by the interface file, when Cash	

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transactions are generated, the Cash Account entered here will be automatically assigned.	
Rename the Interface Input file after Posting	***check-box***
When interfacing from Sequential flag file, if you wish to have that file automatically renamed after the interface has completed, set this check box. The file will be renamed with a ***.loaded*** extension.	

User Cash Transaction Sequential File Import - Input Record Definition

The file that is processed for loading Cash Transactions must be an ASCII tab-delimited text file.
The following fields are processed:



Column	Field	Format
A	Customer Code	X(6)
B	Document Apply-To	9(8)
C	Check Nuumber	9(8)
D	Check Receipt Date	MM/DD/YY
E	$ Amount Applied	9,999,999.99
F	Bank Reference ID	X(15)

6.4.6 Undo Sales Batch Posting

If after a given Sales Batch is posted, you realize that you should not have posted these Sales transactions, or that the wrong Ledger Date or Accounts Receivable Control Account was specified, this function might just save your butt.

From the Operations drop-down menu, click **Undo Sales Batch Posting**. All the Sales transactions will basically be unposted. As an option, you may choose to have the transactions restored into the Sales Batch so they can be edited, or you can choose just to have all the transactions completely deleted from the system.

Executing this function causes the following steps to be taken for each Sales Document that was associated to the batch:

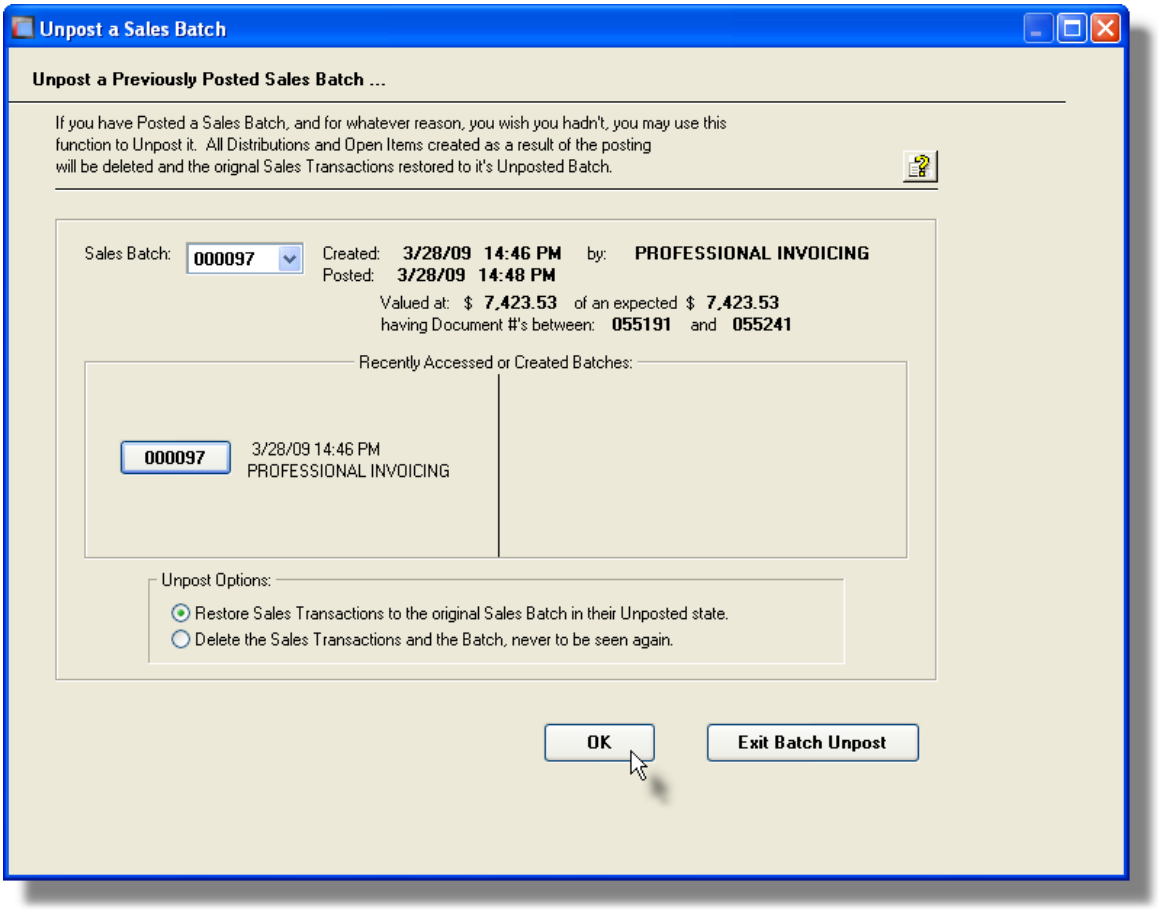
- If the transactions are to be restored to the original batch, it's associated data file will be re-created and the Sales Transaction written

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- The Customer's Sales Period-To-Date and Year-To-Date fields are reduced; and the Customer Monthly Statistics totals are reduced
- If a Commissions Due record was written it will be deleted
- Each Open Item record generated from the Sales Document will be deleted
- Each Revenue Distribution associated with the Sales document will be reversed out.

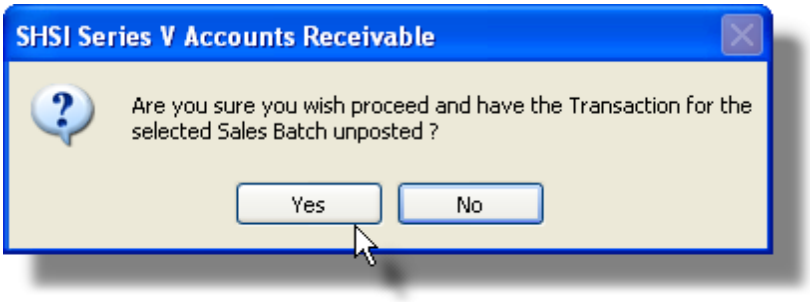
Un-Post Sales Batch Function - Options Screen

The following screen is displayed so that the posted Sales Batch may be selected:



Once a posted Sales Batch has been chosen, a prompted is displayed to to verify that the unposting should proceed or not.

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6.4.7 Undo Cash Batch Posting

If after a given Cash Batch is posted, you realize that you should not have posted these Cash transactions, or that the wrong Ledger Date or Cash Account was specified, this function might just save your butt.

From the Operations drop-down menu, click **Undo Cash Batch Posting**. All the Cash transactions will basically be unposted. As an option, you may choose to have the transactions restored into the Cash Batch so they can be edited, or you can choose just to have all the transactions completely deleted from the system.

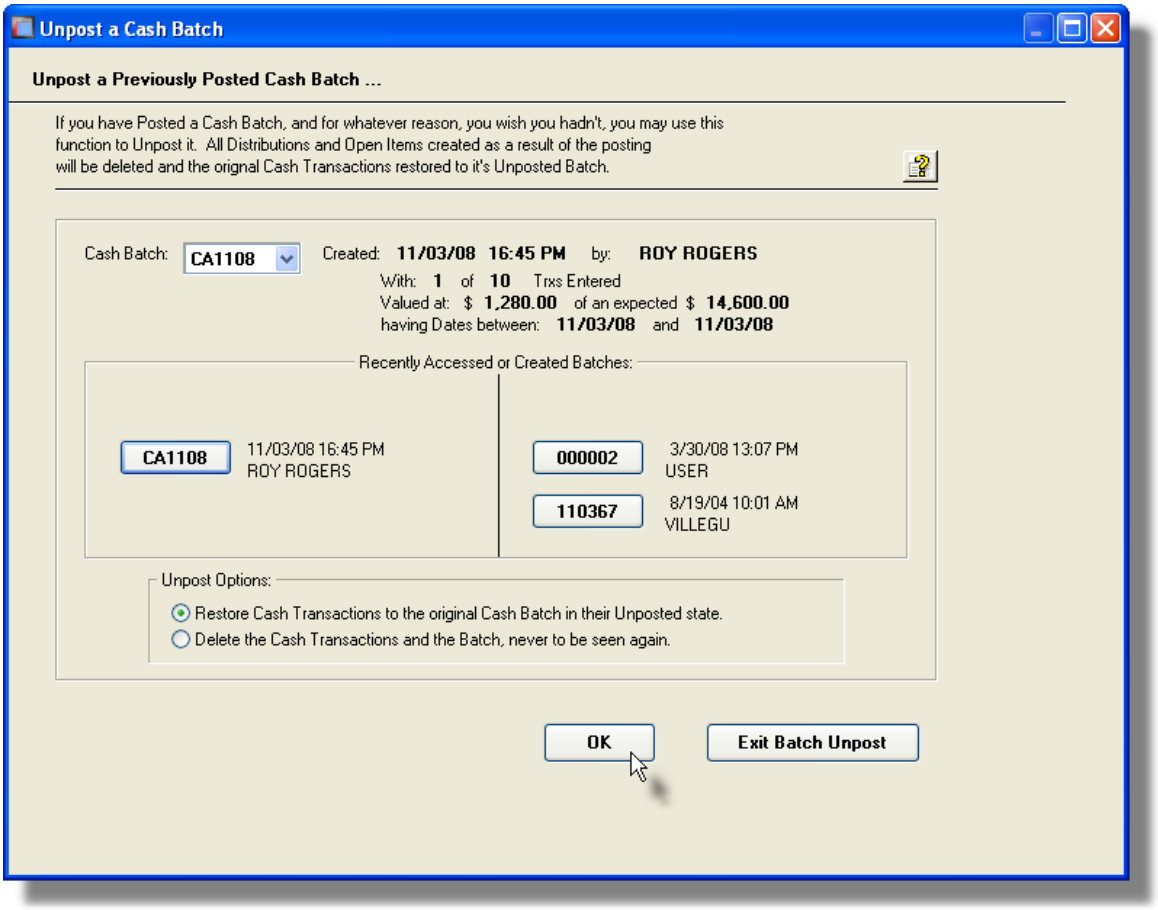
Executing this function causes the following steps to be taken for each Cash Receipt that was associated to the batch:

- If the transactions are to be restored to the original batch, it's associated data file will be re-created and the Cash Transaction written
- The "Payment" Open Item record generated from the Cash receipt will be deleted
- Any Cash account distributions and A/R Control account distributions associated with the Cash document will be reversed out
- If a Discount or Allowance was associated to the Cash receipt, these distributions are reversed.
- For Non-A/R Cash receipts, the designated Credit account distribution is reversed.
- **Note that the Customer's Last Payment Amount and Date fields are NOT set back to what they were prior to the Batch being posted.**

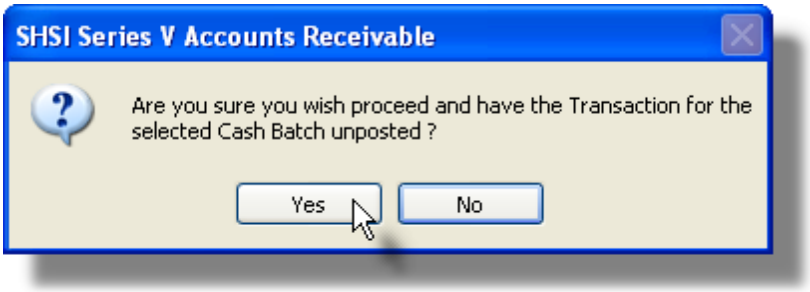
Un-Post Cash Batch Function - Options Screen

The following screen is displayed so that the posted Cash Batch may be selected:

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Once a posted Cash Batch has been chosen, a prompted is displayed to to verify that the unposting should proceed or not.



6.4.8 Bulk Customer Email Generator

The Series 5 system has as an integrated function, the ability to directly send emails. This function provides an easy way to send an email to all, or filtered sets of the Accounts Receivable Customers.

You might need to send an email advising them of a change in address or phone number, of new payment policies, or perhaps let them know the name of the new receivables clerk.

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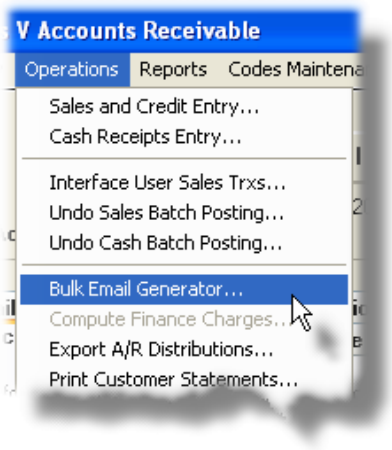
Some would call it spamming, but in this case it would really be just keeping in touch with your customers.

Some points to note when generating Bulk Email:

- You can select which Customers are to be emailed using a number of different selection criteria. These include Total $ account balances, total Sales made to them, if you have received an order or a payment from them within a certain time frame, or even based on whether a credit incident has been identified.
- Further Customer filters may be specified when presented with the standard Customer Select Filters 103 screen. This allows you to select specific ranges of customers, vendor types, and a variety of other criteria used as filters for selecting the customers that are to be included. .
- The message could be one that is entered consisting of up to 8,000 characters of text, or it may be loaded from a text file that is located on your system.
- Up to 3 different attachments can be selected to be sent with the email
- The email address is obtained from the one that is defined in the Customer's properties
- Within the body of the message a number of different pseudo variables may be embedded. When the message is sent, these will be replaced with the applicable text obtained from the Customer's record

Accessing the Bulk Email Generator

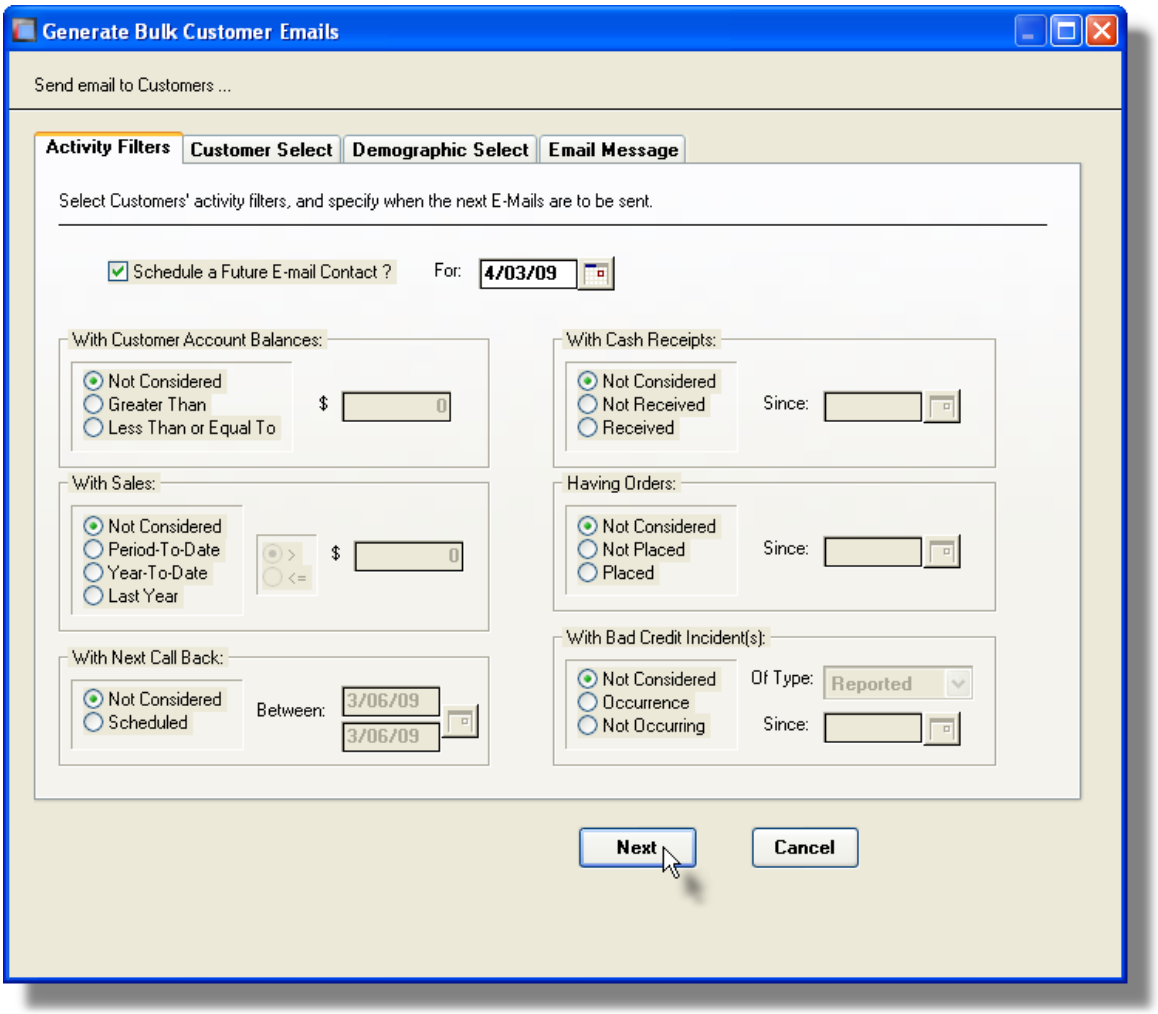
From the A/R Main menu, select **Bulk Email Generator** from the **Operations** drop-down menu.



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Bulk Email Customer Filter Options - Screen

The filters that may be set for selecting specific Customers are defined with the following screen:



Bulk Email Customer Filters Screen - Field Definitions

Customer Account Balance $ Amount	***radio-buttons***
To select only those customers whose Account Balance amount falls within a particular range, click the desired compare function and enter the amount to be compared with.	◉ Not Considered ○ Greater Than ○ Less Than or Equal
Accumulated Sales $ Amount	***radio-buttons***

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To select only those customers whose total $ Sales amounts for a particular period falls within a particular range, click the desired Period, and compare function, and enter the amount to be compared with.

- (•) Not Considered
- ( ) Period-To-Date
- ( ) Year-To-Date
- ( ) Last Year

Next Scheduled Call Back Date — ***radio-buttons and (mmddyy)***

To select only those customers with a Call Back Date defined for a particular period, click the appropriate button, and enter the range of dates to which it should be tested against.

You may click the calendar icon to select a pre-defined period.

- (•) Not Considered
- ( ) Scheduled

Date of Last Cash Receipt — ***radio-buttons and (mmddyy)***

To select only those customers that you have, or have not, received a payment from relative to a particular date, click the appropriate button, and enter the date to be tested against.

- (•) Not Considered
- ( ) Not Received
- ( ) Received

Date of Last Order Recorded — ***radio-buttons and (mmddyy)***

To select only those customers that you have, or have not, received an Order for in the Series 5 Customer Order Processing system, or generated an Invoice in the Series 5 Professional Invoicing system, click the appropriate button, and enter the date to be tested against.

- (•) Not Considered
- ( ) Not Placed
- ( ) Placed

Date of Last Bad Credit Incident — ***radio-buttons and (mmddyy)***

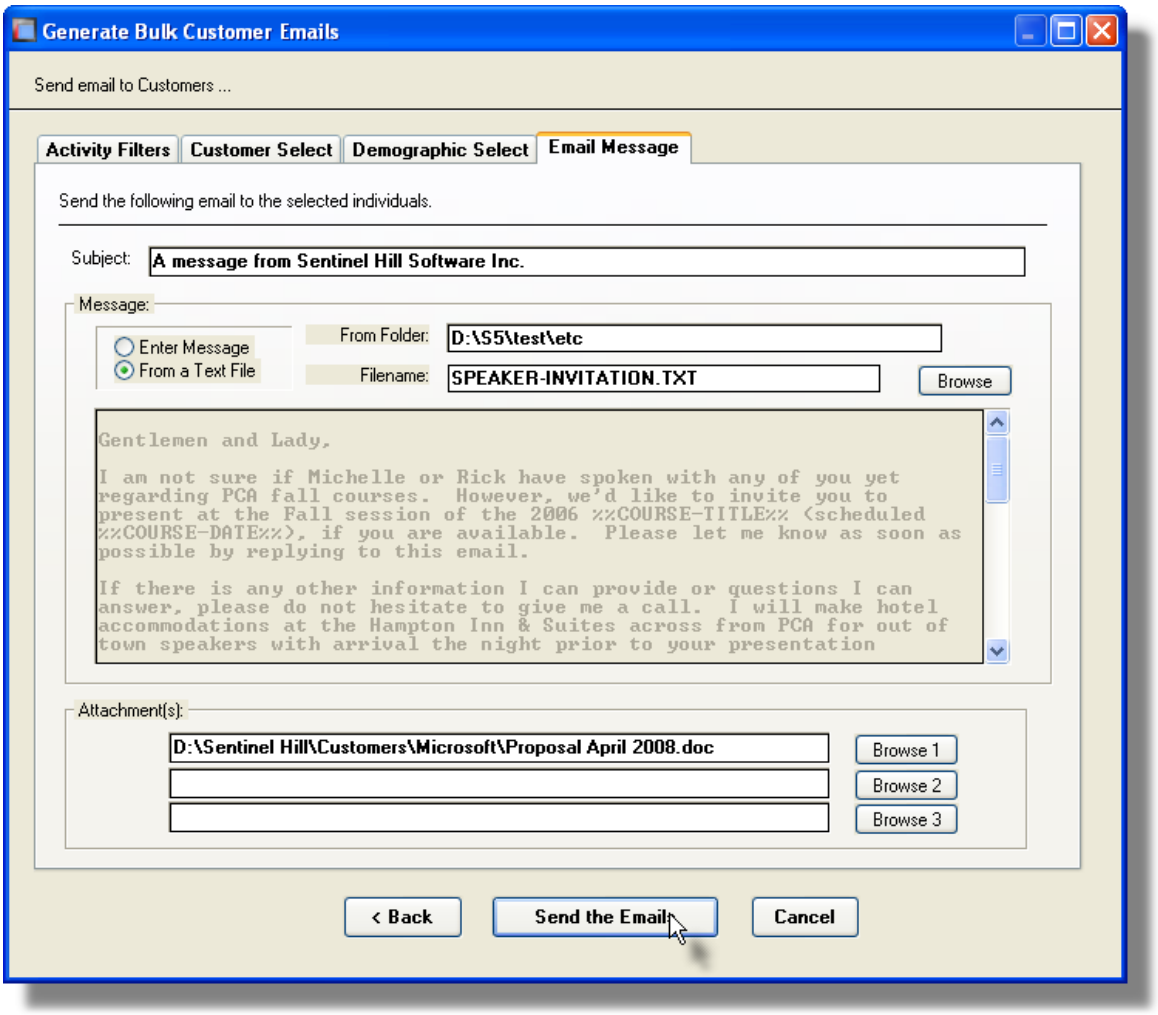
To select only those customers who have had a Bad Credit Incident recorded relative to a particular date, click the type of incident and enter the date to be tested against.

- (•) Not Considered
- ( ) Occurring
- ( ) Not Occurring

Bulk Email Message - Screen

The message, and any attachments, is entered and/or specified with the following screen:

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Message Pseudo Variables

The body of the text message to be emailed may contain a number of different pseudo variables. When the message is sent, they are replaced with the applicable text as derived from the Customer properties record. The following variables are available:

Variable	***Description***	***Size***
%%CUSTOMER-CODE%%	Code assigned to the Customer	X(6)
%%CUSTOMER-NAME%%	Customer's Company Name	X(40)
%%CONTACT-1-NAME%%	The Customer's Contact 1 full name	X(30)
%%ADDRESS-LINE-1%%	Address line 1	X(40)
%%ADDRESS-LINE-2%%	Address line 2	X(40)

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Variable	*Description*	*Size*
%%ADDRESS-LINE-3%%	Address line 3	X(40)
%%ADDRESS-LINE-4%%	Address line 4	X(40)
%%CUSTOMER-CITY-STATE%%	City, State on file for the Customer	X(15), X(5)
%%CUSTOMER-PHONE%%	Customer's Phone #	(999) 999-9999
%%CUSTOMER-FAX%%	Customer's FAX #	(999) 999-9999
%%SALESMAN-NAME%%	Customer's Sales Rep Name	X(30)
%%OUTSTANDING-BALANCE%%	Customer's $ Balance Owing	$ 999,999,999.99CR
%%CREDIT-LIMIT%%	The Credit Limit that has been assigned	$ 99,999,999
%%LAST-PAYMENT-DATE%%	The Date the last payment Received	Month DD, YYYY
%%LAST-ORDER-DATE%%	The Date of the Last Purchase	Month DD, YYYY

Bulk Email Message Screen - Field Definitions

Subject	***X(100)***
This will be the Subject of the emails that are sent out.	
Message Source	***radio-buttons***
Select whether the message is to be keyed in, or to be loaded from an already existing text file.	
Message Text File Folder and Filename	***X(70) & X(40)***
If the text of the message is to be loaded from an existing text file, enter the path and the filename of the file. Click on the **Browse** button to locate the desired file.	
Message Text	***X(8192)***
Enter the text of the email to send. The message may contain pseudo variables that will be replaced with applicable text when the messages are sent for each Customer.	
Attachments	***X(32)***
Enter the full path to any attachments that are to accompany the emails that are	

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generated. Click on the **Browse** buttons to locate the desired file(s).

6.4.9 Compute Finance Charges

The Series 5 system computes a finance charge based on the total amount past due for each customer, at the rate specified by the A/R Control Preferences. For each Customer, a Finance Charges transaction record is generated, which in turn, may be edited, or deleted prior to it being posted to the A/R Open Item file.

The finance charge calculation may be run at any time, after which the calculated charges may be accessed individually by customer and modified or deleted. Typically you would generate finance charges at the end of every month.

The finance charges are calculated as follows:

- Debits with a document date prior to the cutoff date are aged according to invoice date or due date. (Depending on a setting in the A/R Control Preferences).
- If the Debit is older than the minimum days for finance charges set up in the A/R Preferences, it is considered to be subject to finance charges.
- All such debits are accumulated and this figure is then reduced by the total of all applicable credits within the cut-off date.
- The final debit balance, if greater than zero, is used to calculate finance charges in a two-step calculation.
- The debit balance less than or equal to the Level 1 finance charge cut-off value in the A/R Control file is subject to the Level 1 finance charge rate.
- Any debit balance exceeding the Level 1 cut-off value is subject to the Level 2 finance charge rate.
- The sum of the Level 1 and Level 2 finance charges is the calculated finance charge.
- If the calculated finance charge is less than the minimum finance charge specified in the A/R Control file, the minimum amount applies.
- If Level 1 cut-off value is set to zero in the A/R Control file, calculation is done entirely by the Level 1 rate.

When finance charges are posted, a Finance Charge Journal is generated and archived. This will detail for each customer the total past due amount. Finance charges will be posted to the A/R Open Item file with the Document Date equal to the calculation Cut-off Date. The Document number, and Apply-To number, assigned is obtained from the ***Next Credit/ Finance Charge Doc #*** field found in the A/R Control Preferences.

Some points to note when generating Customer Finance Charges:

- When Finance Charges are posted, the amount calculated is distributed as an

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Income Credit to the Finance Charges Account specified in the A/R Control Preferences; and as a *Net Change Debit* to the default A/R Control Account specified in the A/R Control Preferences. Finance charges posted to the A/R files in error can only be reversed through credit memos entered via the Sales Entry program.

- A finance charge will be calculated only for those customers that have their ***Compute and record Finance Charges ?*** property checked, (found on the Customer's A/R Profile property tab sub-screen 396).
- This function will not print invoices for the finance charges posted. They will show as items on the Customer's Statements

Computing Finance Charges Before or After A/R Statements Generated

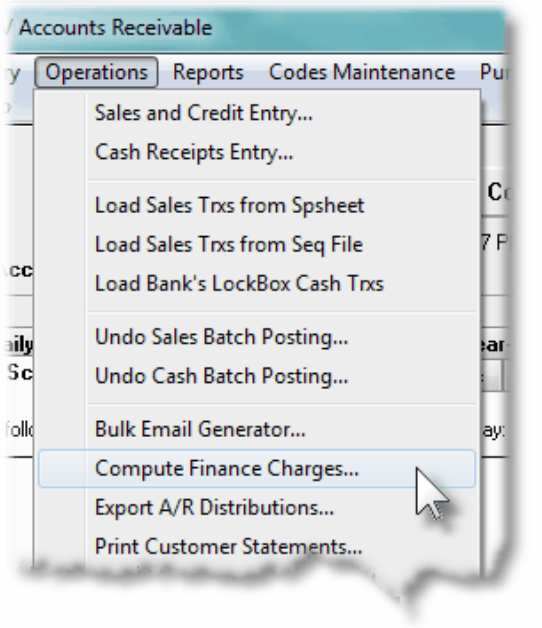
Prior to generating the Customer Finance Charges, you must decide whether or not you wish to have the Finance Charges, listed on the Customer Statements. If not, you should compute Finance Charges after Statements are printed. If you do wish to show these items on the Statement, then wait until after they are generated and posted to A/R, to print statements.

- In the event you generate Finance Charges, and assorted customers elect never to pay them, there is a process to have Credits automatically generated. These feature exists as an option when generating the Overdue Analysis Report 341. (Please refer to that chapter for further information).

Accessing the Customer Finance Charges function

From the A/R Main menu, select **Compute Finance Charges** from the **Operations** drop-down menu.

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6.4.9.1 Customer Finance Charges Grid Screen

The function of generating Customer Finance Charges is maintained from a screen managed using a Series 5 grid processing screen. You can easily navigate through the items for a specific customer, selecting to have them listed sorted by Customer Code, Company Name, Customer Type, Sales Representative, Net Past Due Amounts, or by the Date of the Oldest Invoice for the Customer.

For the items that are presented, a number of applicable functions may be performed. By right-clicking on a particular row, a pop-up window will be presented, from which the following functions may be chosen:

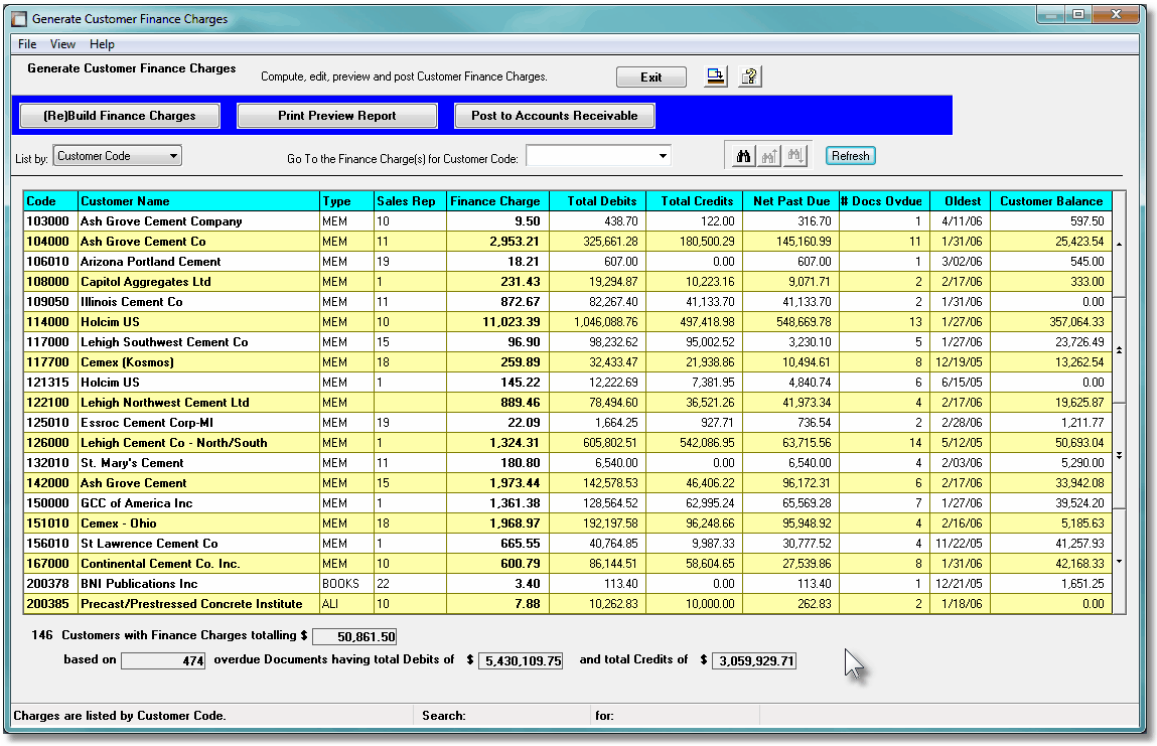
- Inquire to display the associated Customer's History
- Hyper Jump to edit the Customer's master profile record
- Have the Finance Charge record deleted

You may also edit a customer's Finance Charge amount directly on the grid screen.

From the "Fast Buttons" frame, push buttons are provided that can be used to generate and/ or re-generate the Finance Charges, have a Finance Charges Preview report generated, or the Post the Finance Charges to the A/R as Open Items.

Customer Finance Charges Processing Grid

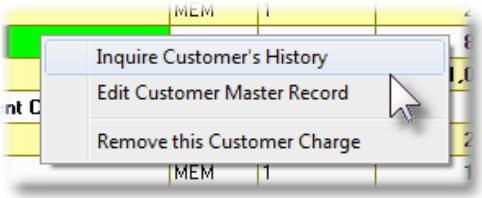
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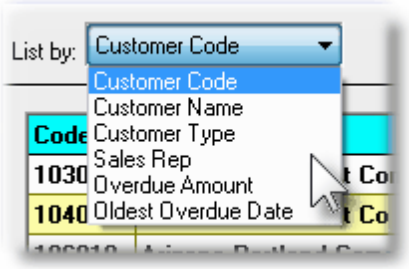
The "Fast Buttons" frame provides the push buttons to have Customer Finance Charges generated, printed or posted.

"Fast Buttons"	
(Re)Build Finance Charges	To have the finance charges for each Customer generated.
Print Preview Report	To have the Customer finance charges listed to a report.
Post to Accounts Receivable	To have the Customer finance charges posted to the Accounts Receivable's Open Item file.

Some of the special features of this "Inquiry" grid are as follows:

➢ If any specific row is right-clicked, a pop-up menu is displayed. A number of functions may be performed associated to the selected Customer.	
➢ The option to **List By**	

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provides the option to browse through the Customer's Finance Charges by a number of different sorting options.	

When generating the statements, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

If the function to have the grid items printed is selected, the report if archived, will be catalogued with a report name of **FINANCECHRG.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

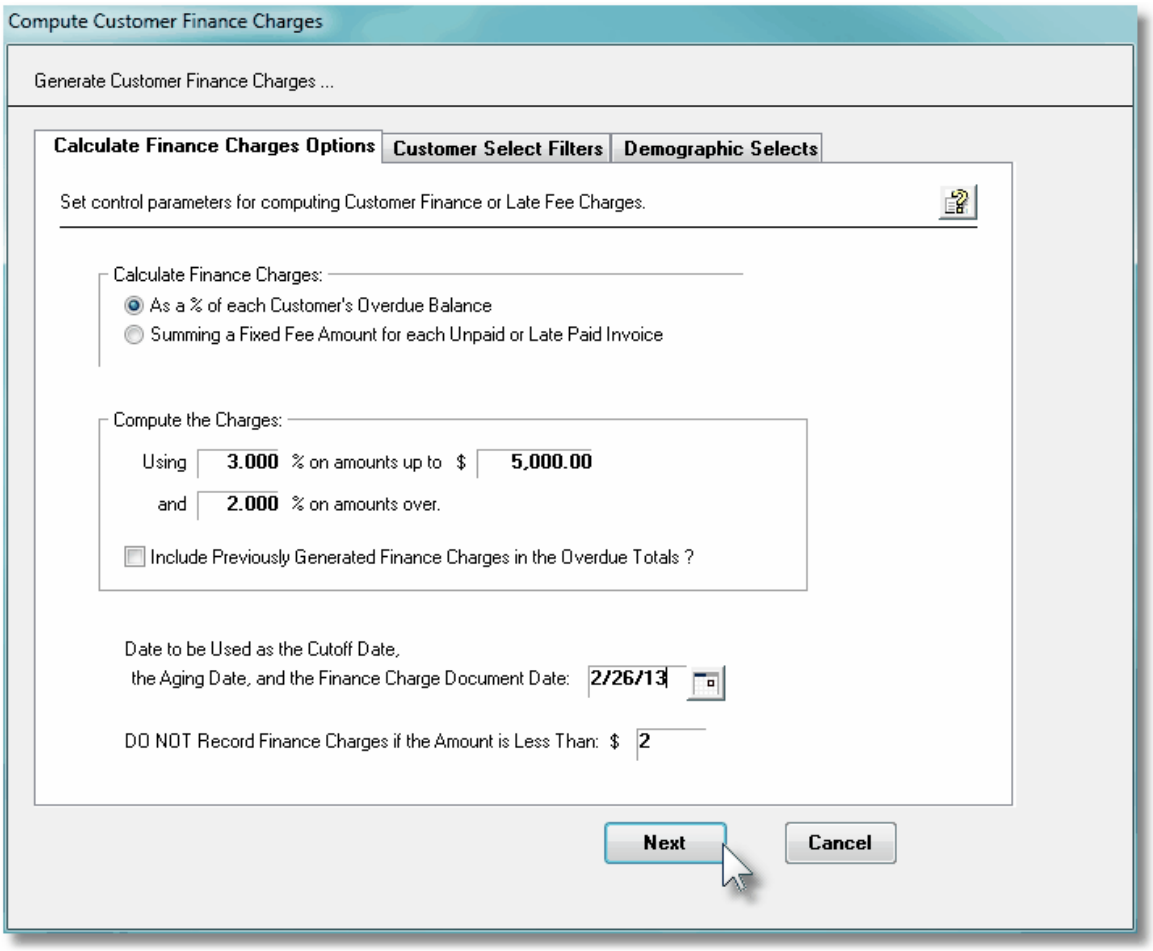
6.4.9.2 Compute the Finance Charges

To have the Customer Finance Charge transactions generated, click on the (Re)Build Finance Charges button found on the 'Fast Buttons" frame at the top of the screen.

Compute Finance Charges - Options Screen

The following screen is presented when generating Customer Finance Charges Transactions:

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When entering the options for computing finance charges, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

Compute Customer Finance Charges Options Screen - Field Definitions

Calculate Finance Charges (Method)	***radio-buttons***

This option defines how customers' Open Items are to be aged by the A/R Aging Report and Statement printing functions. Select from either the Invoice Date of the item, of the Due Date.

◉ As a % of each Customer's Overdue Balance	Click the applicable button for the desired results
○ Sum a Fixed Fee Amt for each Unpaid or Late Paid Invoice	

The option to compute Fixed Fee Amount for each Unpaid Invoice is reserved for a future enhancement.

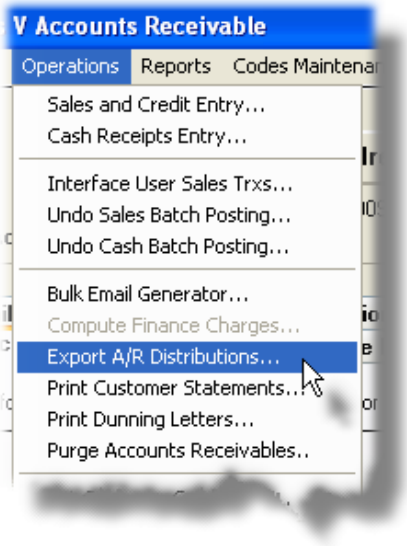
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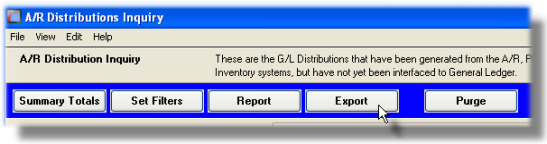
Finance Charges - % Rates	***99.999 %***
Finance Charges are computed based on a percentage of the overdue amounts. Two levels of rates may be defined. The charge is computed with the following formula: $Finance\text{-}Charge = Level_1\ \% \times (\ Past\text{-}Due\text{-}Amount_{\{upto\ Cutoff\ Amount\}}\ )$ $+\ Level_2\ \% \times (\ Past\ Due\text{-}Amount_{\{over\ the\ Cutoff\ Amount\}}\ )$	
Include Previously Generated Finance Charges in the Overdue Totals ?	***check-box***
If previously generated Finance Charges are to be included in the computation of overdue amounts then set the check-box as checked.	
Due Used for the Cutoff Date, Aging Date & Document Date	***(mmddyy)***
This date is used for the Open Item Cutoff Date, the Aging Date, and the Open Item Document. Open items dated after the Cutoff Date are NOT included in the computation of overdue amounts.	
Finance Charges - Minimum Charge	***99.99***
When Finance Charges are computed for a customer, if the amount is less that the value entered in this field, then this amount will be used.	

6.4.10 Export A/R Distributions

The A/R Distributions Export function can be invoked directly from either the A/R Distributions Inquiry 165 grid screen, or from the Operations drop-down menu from the A/P menu.

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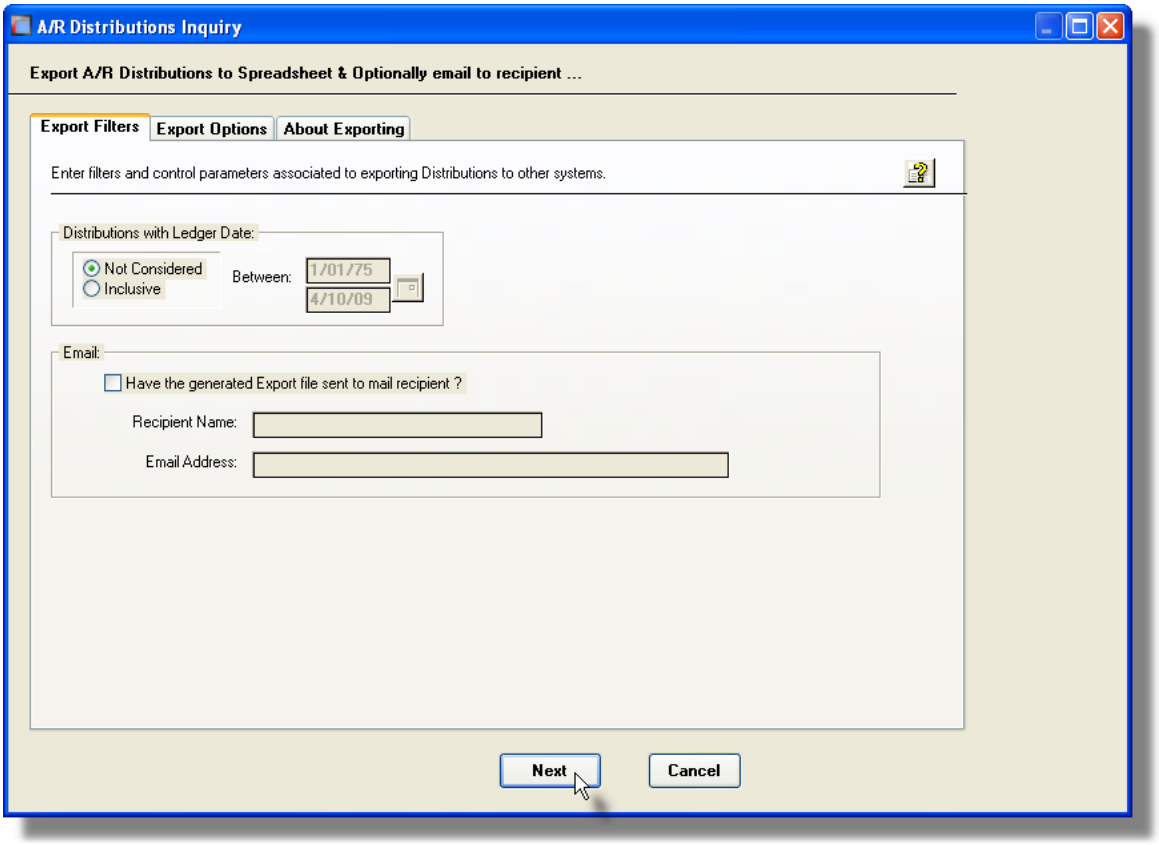


This function is provided so that A/R Distributions may be exported to either an MS Excel spreadsheet, or a tab-delimited text file. These files might then be interface to another third-party General Ledger system, or to a Series 5 General Ledger system at perhaps the head office.

The Export Options tab screen will be displayed, from which you can select to direct the output to an MS Excel spreadsheet, CSV text file, or a Tab-delimited text file. *(Refer to the topic titled Data Export Functions 94 for full details).*

As well, the option to have the exported file emailed is provided.

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Distribution Export Options Screen - Field Definition

Distributions with Ledger Date	***radio-buttons and (mmddyy)***
Select to have All distributions exported regardless of their Ledger Date; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
Email	***check-box***
If after the export file has been created, you wish to have it automatically emailed, set the check box. Enter the Recipient's Name and email Address.	

Distribution Export Data Format

The following fields are output to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The output file, by default, is named **ARDist_XXXXXX_yyyymmdd.XLS** where **XXXXXX** is the Series 5 Company system code, and **yyyymmdd** is the cut-off date for

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the range of Ledger Dates selected.

Column #	*Excel Column*	*Field*	*Format*
1	A	* G/L Account Main Segment-1	9(i)
2	B	* G/L Account Main Segment-2	9(i)
3	C	.....	9(i)
4	D	G/L Account Profit Center	9(5)
5	E	Ledger Date	MM/DD/YY
6	F	Document Date	MM/DD/YY
7	G	Distribution Amount	-99,999,999.99
8	H	Distribution Type	X(4)
9	I	Sub-Ledger Project	X(10)
10	J	Narrative	X(30)
11	K	Reference Batch Code	X(6)
12	L	Reference Document #	9(10)
13	M	Reference Customer Code	X(6)
14	N	Customer Name	X(40)

* Each segment of the G/L Account's Main number is output into it's own column.

6.4.11 Print Customer Statements

This Accounts Receivable function is used to generate and print Customers' Statements. Statements are a means of informing your customers the status of their account with respect to purchases that have been made, and any cash payments that have been made. They would typically be generated and mailed, or emailed, to customers on a monthly basis.

Statements are generated both for Open Item and Balance Forward customers. A number of different generation options are provided for. These include whether Aged Totals are printed, whether a Remittance Stub is printed, whether Statements are emailed or not, Aging Date cutoff, Customer Sorting and assorted Open Item filters.

Some points to note when generating the Customer Statements:

- You may choose to produce Statements for only a subset of the Customers that are

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on file, based on a Frequency Code that is defined for each Customer. That is, you can select to have a Statement printed only for Customers scheduled for then on a Weekly, Semi-Monthly, Monthly, Quarterly or Discretionary bases; or you can have a Statement generated for ***ALL*** the customers.

- Statements are NOT printed for customers that do not have any activity in the specified date range

- Statements for Open Item Customers will contain a list of the detail of all open items currently on file for them. They will be listed until they are cleared from the system when the Purge Accounts Receivable operation 288 is executed.

Purging Accounts Receivables

Prior to producing Customer Statements, you must decide whether or not you wish to have those Open Items that have been fully paid, listed. If not, you should execute the Purge A/R application first so that fully paid items are removed. If you do wish to show these items on the Statement, then wait until after they are generated and printed, to execute the Purge A/R application.

- Statements for Balance Forward Customers will contain the detail of all open items on file since the last time the the Purge Accounts Receivable operation was executed. All items prior to that point are reflected in one Balance Forward amount.

- Open Item Customers have items aged by the date of the invoice, debit memo or balance forward item to which they apply, or in the absence of theses documents, the earliest document with the same apply-to document number.

- Statements may be printed sorted by Customer Code, Customer Name, Postal ZIP Code, Customer Type or by Sales Representative.

- If a Customer's Balance exceeds their assigned Credit Limit, a message is printed.

- Statements will be automatically emailed to those customers, who in their properties', "A/R Profile" sub-screen, has the Email Statements field set for emails. As well, an email address must be present.

- For selected customers, as determined by a setting in their "A/R Profile" sub-screen, multiple Statements will be generated. For a single customer, a separated statements may be generated for each Sub-Ledger Project, or A/R User Code, or the original P/I System's Invoice Attention-To field, that is associated to each Open Item.

- For selected customers, as determined by a setting in their "A/R Profile" sub-screen, the items on their Statement will be grouped, with a sub-total, by Sub-Ledger Project, or A/R User Code, or the original P/I System's Invoice Attention-To field, that is associated to each Open Item.

One of the features offered with the Series 5 system is the ability to define an MS Word

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Template that is used to configure each page of MS Word documents that are generated. You can build your own Template that has your company logo, pre-formatted field names, lines, boxes and even watermarks.

Word Templates for Customer Statements

Should you select to output the Customer Statements as MS Word documents, or have statements automatically emailed to your customers, you may define a page template. Use MS Word to build your template. Make sure that the text of the statements align correctly. (You should use a test statement when constructing the template). The template must be stored on each user's PC that will actually generate the statements.

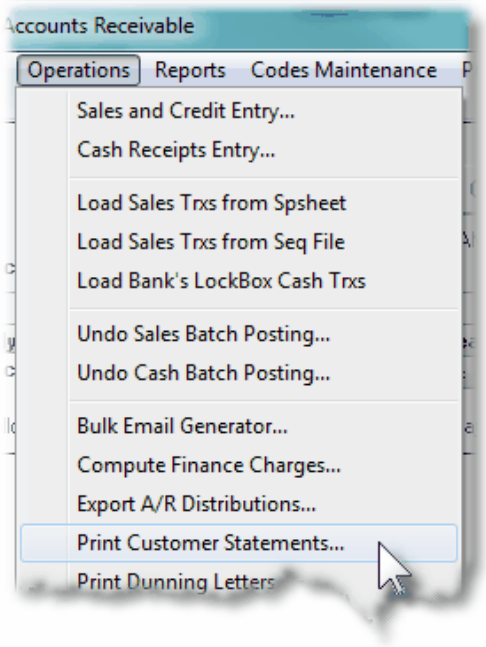
Additionally, a variable must be added to the Runtime Configuration file 500 that specifies the name of the template. It needs to be defined as follows:

MSWORD-AR-STMT-SPECS LANDSCAPE "Courier New" 8 "My-Stmt-Template"

Contact your system or accounting manager to have this capability set up.

Accessing the Customer Statements Generation function

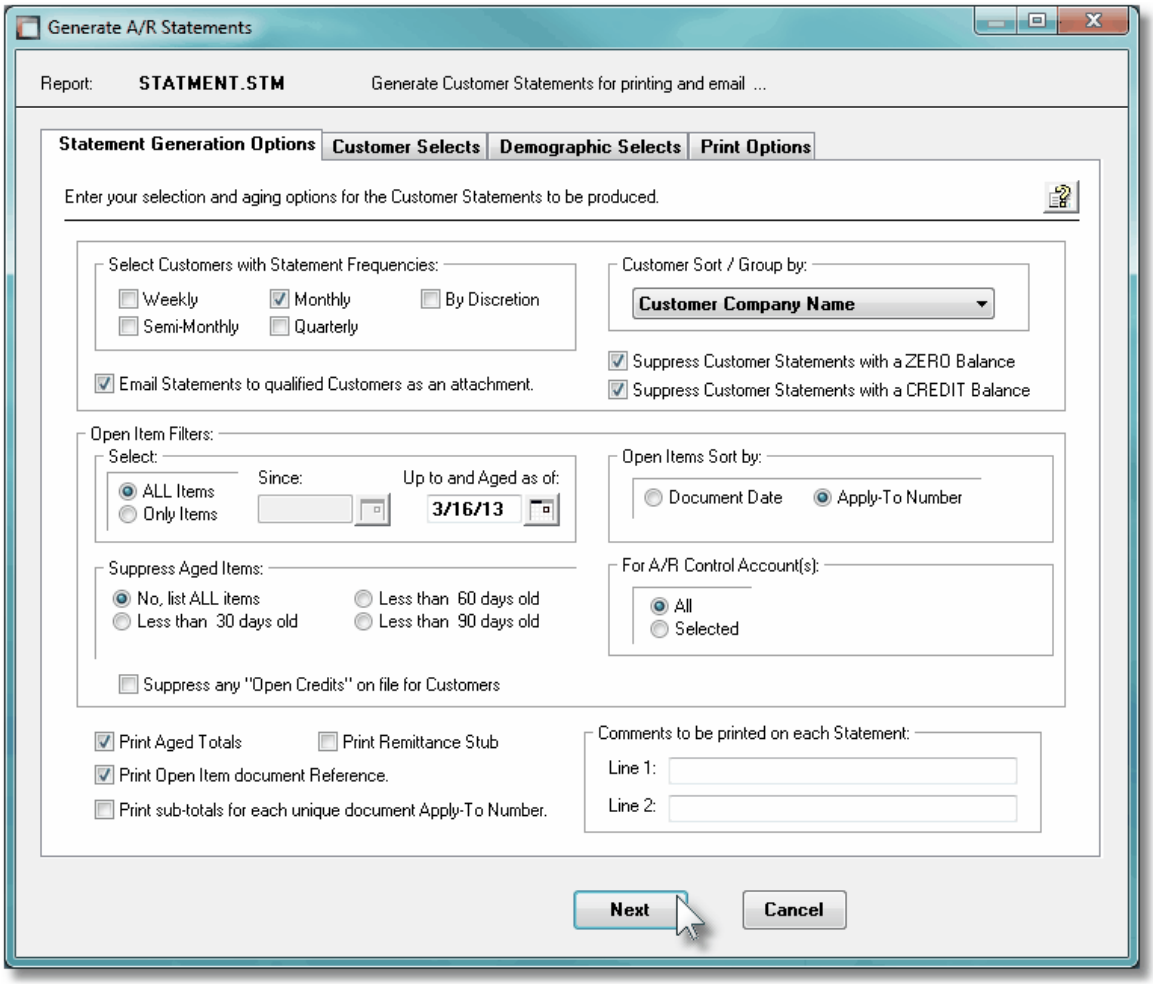
From the A/R Main menu, select **Print Customer Statements** from the **Operations** drop-down menu.



A/R Customer Statements - Options Screen

The following screen is presented when generating the A/R Customer Statements:

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When generating the statements, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

The Series 5 applications provide a variety of different printing options.

Default Statement Print Output Options

A print options screen is presented when Statements are generated. The system may be configured to present the print options screen with the selections that would always apply for when statements are generated.

A variable must be added to the Runtime Configuration file 500 that specifies the default options to be presented as follows:

ccccc-AR-STATEMENT-Q [Printer-Queue] [Create-Option] [Output-Type]

Where: **ccccc** is the Company System Code
Printer-Queue is the Accounts Receivable Printer Queue
Create-Option would typically always be RECREATE
Output-Type designates whether they are sent to a printer, archived, or created as MS Word

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documents

Contact your system or accounting manager to have this capability set up.

The statements output generated, if archived, will be catalogued with a report name of **STATEMENT.STM**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

Customer Statements Options Screen - Field Definitions

Select Customer with Statement Frequencies	***check-box(s)***
Each Customer has assigned to it a frequency that determines how often statements are to be generated for them. All customers with a Frequency Code matching those that are check will have a Statement generated. Set each check-box to have Statements generated for all Customers.	Weekly / Monthly / By Discretion Semi-Monthly / Quarterly
Email Statements to qualified Customers	***check-box***
Each Customer has as a property, that indicates whether or not Statements generated for them are to be automatically emailed. Select the check-box if the generated Statements are to be emailed to those customers. Note that the email address used is that defined for the customer and the actual statement is a PDF document that is attached to the email. The emails are automatically sent without operator intervention. *(See the note in the section following about emailing statements).*	
Customer Sort	***drop-list***
When the statements are generated, they may be sorted based on a variety of different customers properties. This field is defaulted to a setting defined in the A/R Control Properties.	Customer Code Customer Company Name Membership Code ZIP or Postal Code Customer Type Sales Rep
Suppress Customers Statements with Zero Balance	***check-box***

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Select the check-box if Customers with a ZERO Balance owing are NOT to have a Statement generated.

Suppress Customers Statements with Credit Balance — ***check-box***

Select the check-box if Customers with a Credit Balance are NOT to have a Statement generated.

Open Items Select Since Date — ***radio-buttons and (mmddyy)***

When generating statements you would normally have all the customer's Open Items up to a specified date listed. Should you choose to have only those items since a particular date in the past listed, click the Only Items radio-button, and enter that date.

Open Items Select Up to and Aging Date — ***(mmddyy)***

The Aged Up To Date is used both as the cutoff-date and the date used to compute the age of each Open Item.Individual Invoice Open Items are aged based on either their Invoice Dates, or their Due Dates as determined by a setting in the A/R Control Preferences. (Refer to the topic titled Aging & Finance Charges Tab Screen 479 found in the chapter on A/R Control Preferences later in this document).

For Payments, Credits and Debit Open Items, the date of the Invoice to which these items are applied to is used as the date used to compute their ages.

This date is also used as the Cutoff Date to determine if an Open Item is to be included in the report or not. If the Document Date falls on or before this date, the Open Item is listed on the Statement.

Open Items Sort — ***check-box***

Select to have the Open Items for each customer sorted either by their Document Numbers, (ie, Invoice Number of Check Number), or by each Document's Apply-to Number.
When selecting Apply-To Number, customer Credits and Payments will be grouped along with the original Invoices.

- (•) Document Date
- ( ) Apply-To-Number

Suppress Aged Items — ***radio-buttons***

Select whether to have recently entered items suppressed, or not. The periods listed are derived from setting defined by the A/R Control Preferences 478. The date used to be tested is

- (•) No, list ALL Items
- ( ) Less than 30 days old
- ( ) Less than 60 days old

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either the Item's Invoice Date, Ledger Date or Due Date depending on the Aging method selected.	○ Less than 90 days old

Suppress any Customer "Open Credits"	***check-box***

Select the check-box if you DO NOT wish to have any Customer's Open-Credits-On-Account items listed.

For A/R Control Account	***9(18)-9(5)***

If the Accounts Receivable system has been set up with multiple A/R Control Accounts, then these fields will be presented. If a particular A/R Control Account is selected, then only those Open Items that were on file associated to Sales Transactions that were recorded with that A/R Control account are listed.

This might be useful to customers that have sales in US and Canada, and Sales transactions are recorded to one of two different A/R Control accounts. Statements may then be generated that represent $US currency and $Cdn currency separately.

Print Aged Totals	***check-box***

By default, at the bottom of each Customer Statement, the Balance Due for each Aging Period is printed. If you do not wish to have these totals printed, un-check this field.

Print Open Item Document References	***check-box***

Each Open Item on file for the customers has a 30 character Reference field. If you wish to have these printed on your statements, set this check-box. (Depending on how your Statements are customized, this may cause an extra line to be printed for each Open Item listed).

Print Remittance Stub	***check-box***

If your Customer Statements has a tear-off Remittance stubb on the right side of the the form, set this check-box.

Print Sub-totals for each Unique Apply-To Number	***check-box***

When Open Items are listed sorted by their Apply-To Numbers, as an option, you may have a sub-total printed. This represents the resulting Balance Due for all items with the same Apply-To Document number.

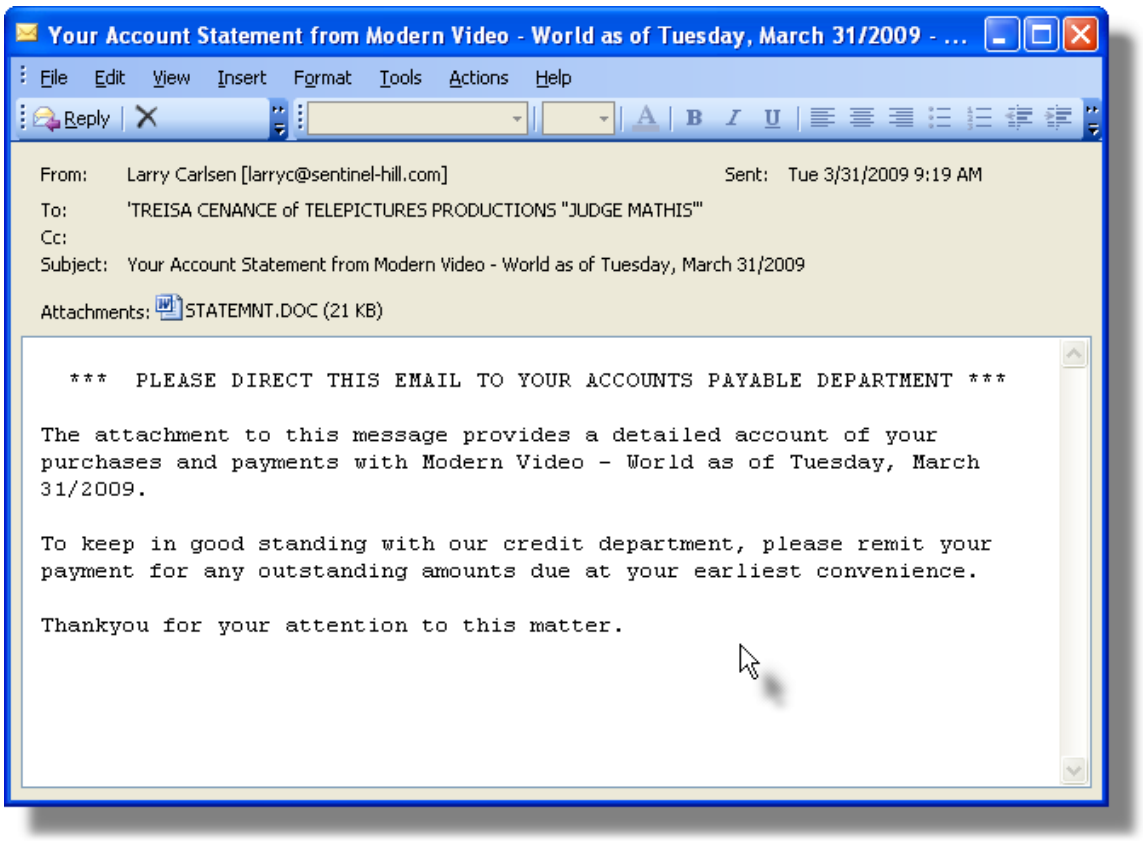
Note that for those Customers that have the option to have items grouped by A/R User Code, Sub-Ledger Project, or Invoice Attention-To, Apply-To Sub-Totals ARE NOT PRINTED.

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Comments printed on each Statement	***2 fields of X(30)***
You may specify 2 lines of 30 characters each, that will be printed at the bottom of each Statement. For example **"Happy Valentines Day to all our Customers"**.	

Emailing Statements

If Statements are generated and emailed, following is a screen shot of the email that is delivered:



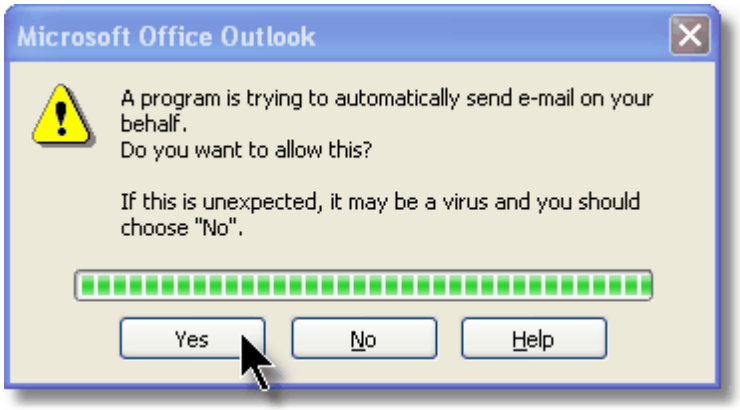
The statements when emailed are generated as MS Word documents.

Automatic Sending of Emails

Emails are sent using calls to Microsoft's Outlook library. A Microsoft security feature exists with Windows 2000, XP and Vista that warns users that non-Microsoft products are attempting to automatically send emails. When the following screen is displayed, you would have to wait 10 seconds,

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then click the **Yes** button to have the email delivered:



To bypass this annoying security feature, their are a number of 3rd party products that can be purchased and installed on the user's PC. One such product is called **ClickYes Pro**, that can be purchased by visiting www.ContextMagic.com. If you purchase this utility, you must define each of the applications that will be allowed to automatically submit emails without having the warning screen displayed.

6.4.12 Print Dunning Letters

The Series 5 Accounts Receivable system offers the ability to generate Dunning Letters.

Dunning is the process of methodically communicating with customers to ensure the collection of accounts receivables. Communications progress from gentle reminders to almost threatening letters as accounts become more past due. Laws in different countries regulate the form that dunning can take. It is generally unlawful to harass or threaten consumers. However, it is acceptable to issue firm reminders and to take all allowable collection options. The word stems from the 17th century verb dun, meaning to demand payment of a debt.

The Series 5 A/R system provides for three different types of letters that can be generated. The particular letter chosen by the system depends on the overdue balances and how old they are. You might have a "friendly", a "serious warning" and a "nasty" letter. As an option, the system will also generate a simple Customer Statement that can be attached to the letter.

The content of each letter is taken from each of three text files that you have on your system. Within each letter, a number of different pseudo variables may be inserted that will be replaced by fields from the Customer's properties. These include such things as Company Name, Address, Outstanding Balance, etc.

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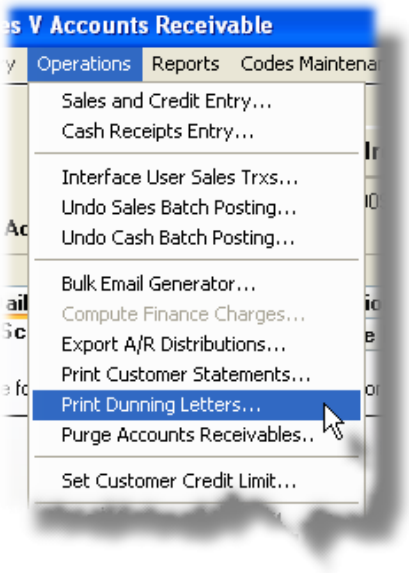
Some points to note when generating the Dunning Letters:

- The system will expect the Form Letters to be in the directory or folder that is defined by the runtime Configuration Variable 500 **XXXX_SPIO_PATH**, (were **XXXX** is the Series 5 Company System code), or **SHSI_SPIO_PATH**.
- You may choose the number of days that are used to determine which letter is generated
- The content of each letter is obtained from pre-defined ASCII text files that you must create using a simple text editor such as Notepad or Ultraedit. **(These files MUST NOT be MS Word or WordPerfect documents).**
- Each form letter may contain ONLY UP TO 60 lines of text, each no more than 90 characters in lengths
- As an option, a brief Customer Statement will be generated with each letter. If a Series 5 Form is defined for the designated Printer Queue on which they are printed, and "Tray Selection Commands" have been established, the system could have pre-printed letter head forms for the letters, and Statement forms in two different trays of the printer.
- As an option, for installation with the Series 5 Professional Invoicing (PI), system, all invoices that are overdue may also be printed.
- As an option, the system will automatically send each letter within the body of an email with the Statement as an MS Word attachment. The email address is obtained from the Customer's properties record.
- As an option, for customers that have a letter generated, an entry will be recorded in the Customers' Contact History 407.

Accessing the Function to Generate Dunning Letters

From the A/R Main menu, select **Print Dunning Letters** from the **Operations** drop-down menu.

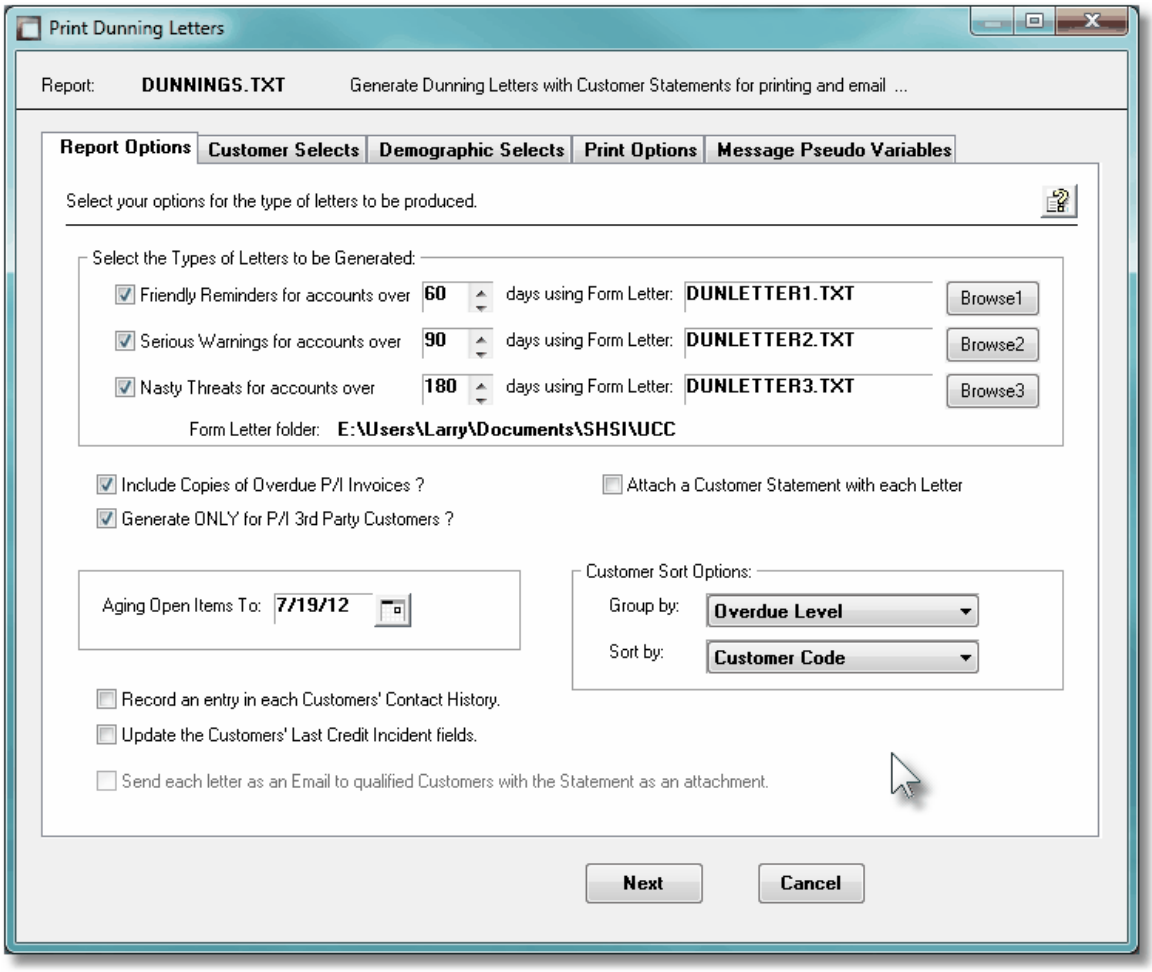
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Generation of Dunning Letters - Options Screen

The following screen is presented when generating the Dunning Letters:

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When generating the letters, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **DUNNINGS.TXT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

Pseudo Variables

A pseudo variable is a string that is embedded within the text of the form letter file. They are identified with a pair of **%** characters at the front and the end of the variable name.

For example: **%%CUSTOMER-NAME%%**

When the letter is created for each customer, any pseudo variables will be replaced with an

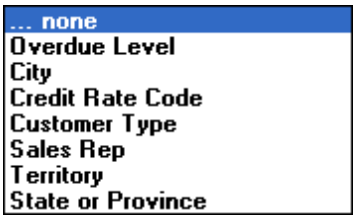
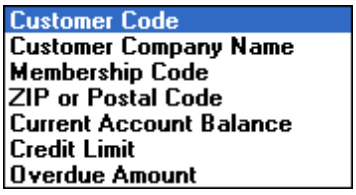
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applicable string associated to that customer. ***(A list of the possible variables can be found later in this topic)***

Field Definitions

Friendly Reminder	***check-box***
Select the check-box if a friendly letter is to be generated. *(Basically, it's just defining one of the three types of letters. The actual content of the letters is what will set the mood that you wish to portray).*	
Serious Warning	***check-box***
Select the check-box if a warning letter is to be generated. *(Basically, it's just defining one of the three types of letters. The actual content of the letters is what will set the mood that you wish to portray).*	
Nasty Threat	***check-box***
Select the check-box if a nasty letter is to be generated. *(Basically, it's just defining one of the three types of letters. The actual content of the letters is what will set the mood that you wish to portray).*	
For accounts overdue # of days	***9(3)***
For each type of letter, specify the number of days that if the Customer has an amount owing that is that old, then a letter will be generated.	
Form Letter Filename	***X(30)***
For each type of letter, specify the Form Letter file that is to be used as the content of the letter. These files must be simple ASCII text files. They cannot be MS Word, WordPerfect or PDF files. The ASCII text letter files should be located in the directory path defined by the a variable in your Series 5 runtime configuration file, as in the following example: **CCCCC__DUNLETTER_PATH** D:\Accounting\dunning-letters where CCCCC is the Series 5 Company System Code.	
Include Copies of Overdue P/I Invoices	***check-box***
Select the check-box if a copy of each outstanding Invoice associated to the customer is to be printed along with the Dunning letter. ***When this option is chosen, the letter, the statement and each invoice is output as***	

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a single document; and the Letter may not be emailed.	
Generate ONLY Customer's 3rd Party Invoices	***check-box***
If the previous option to Include P/I Invoices is selected, then when this check-box is set, ONLY customers with 3rd Party Clients are processed; and ONLY the 3rd Party Invoice is generated. The Name and address that is printed that would appear in the window envelope is that of the 3rd party. Likewise if the %%CONTACT%% pseudo is used, the 3rd Party company's Contact Name is used.	
Generate and Attach Customer Statement	***check-box***
Select the check-box if a brief Customer Statement is to be attached to the Dunning letter.	
Aging Open Items - To Date	***(mmddyy)***
This is the date used to determine that age of each Open Item. This date is compared to the Invoice Date, the Ledger Date, or the Due Date to compute the number of days used as the age of the item.	
Customers Group by	***drop-list***
When the Customer letters are printed, they may be grouped by a variety of different fields.	
Customers Sorted by	***drop-list***
When the Customer letters are printed, they may be listed sorted by a variety of different fields.	
Record an Entry in Customer's Contact History	***check-box***

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As an option, for customers that have a letter generated, an entry will be recorded in the Customers' Contact History 407.	
Update the Customer's Last Credit Incident Field	***check-box***
For each Customer, the system keeps a table of system detected Credit Incidents. These might be recorded as a Dunning Letter being generated, or the customer being identified by the Overdue analysis function. Set the check-box if a customer is generated a letter and it is to be recorded.	
Send Letters as an Email	***check-box***
As an option, the system will automatically send each letter as an email with the Statement as an attachment. The email address is obtained from the Customer's properties record. .	

Dunning Letter Pseudo Variables

The following table lists the possible pseudo variables that may be embedded within the content of the letter's text. Relevant information from the Customer's properties will be inserted in place of the variables. Each variable may only occur once within the letter.

Variable	*Description*	*Format*
%%DATE%%	Today's Date	Month dd, YYYY
%%DATE+14%%	Today's Date + 10 days	Month dd, YYYY
%%DATE+10%%	Today's Date + 14 days	Month dd, YYYY
%%CNUMB%%	A/R Customer Code	X(6)
%%COMPANY%%	Customer's Company Name	X(55)
%%ADDRESS1%%	Address Line 1	X(40)
%%ADDRESS2%%	Address Line 2	X(40)
%%ADDRESS3%%	Address Line 3	X(40)
%%ADDRESS4%%	Address Line 4	X(40)
%%ADDRESS5%%	Address Line 5	X(40)
%%ADDRESS6%%	Address Line 6	X(40)
%%CONTACT%%	The individual's name to be used in the letter's salutation. ***(Note that an***	X(25)

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	Attention-To line is automatically created in one of the Address lines)	
%%BALANCE%%	Customer's Balance Owing	$ 9,999,999.99-
%%PASTDUE%%	Customer's Past Due Amount	$ 9,999,999.99-
%%PASTDUE2%%	Customer's Past Due Amount	$ 9,999,999.99-
%%3DPTYCODE%%	3rd Party Customer Bill Code	X(6)
%%3DPTYCOMPANY%%	3rd Party Company Name	X(55)
%%3DPTYPARENT%%	A/R Company Name for the 3rd Party Company	X(55)

Dunning Form Letter - Example

Here is an example of a "friendly" letter as seen in Ultraedit. Sample letters are provided with the Series 5 release product and can be found in the S5\util folder with the names DUNLETTER1, DUNLETTER2, and DUNLETTER3.

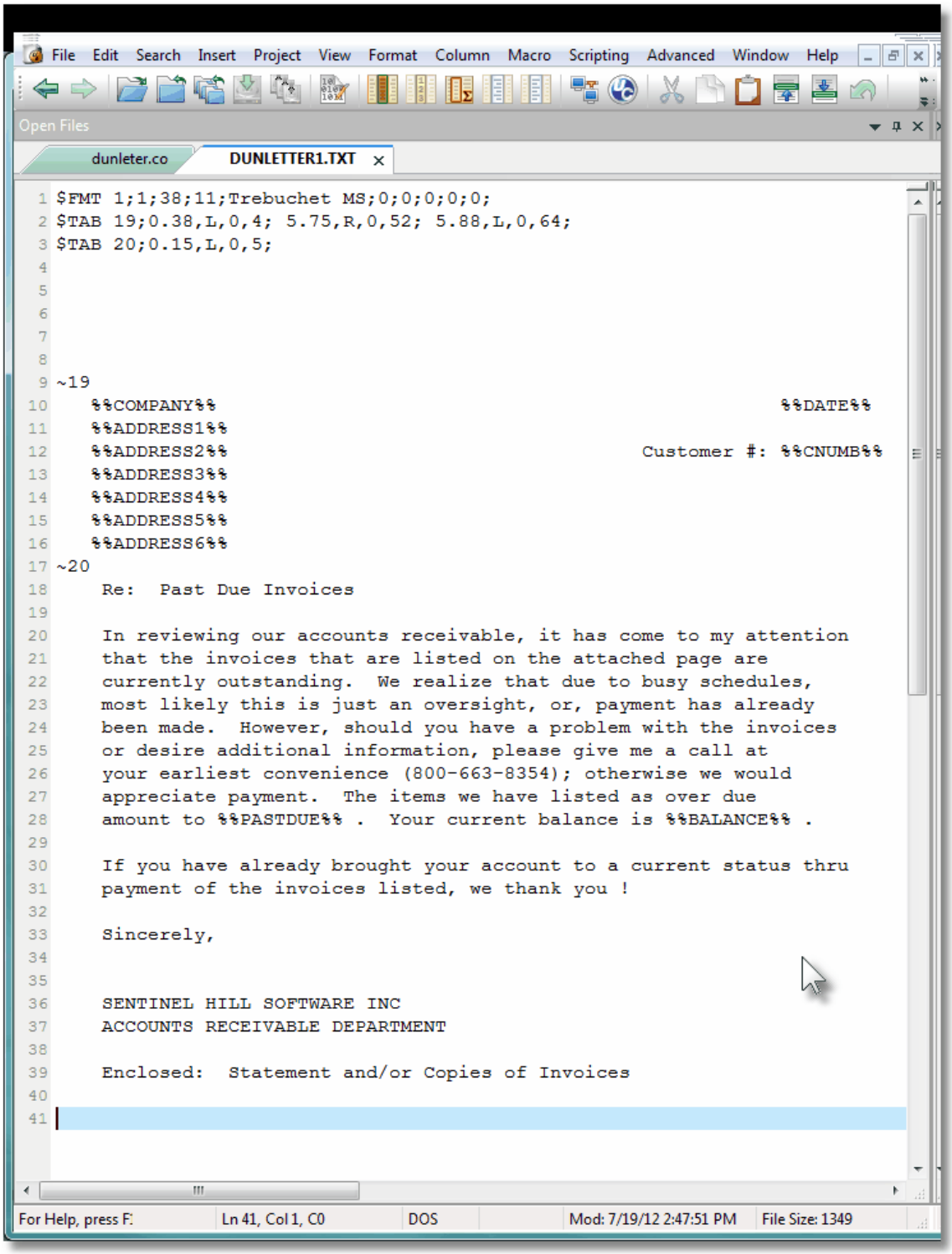
Note that the 1st lines of the file contain MS Word Formatting directives. They are used to provide information as to how the text of each page is to be formatted, and tab settings to apply. The text indicators "~19" and "~20" shown in lines 9 and 17 are used to indicate the start of the lines to which $TABs 19 and 20 are to be applied. The format of these directives are defined as follows:

$FMT Region #; Start-Line; End-Line; Font-Size; Font-Name; Bold-Flag; Italic-Flag; Underline-Flag; Shading-Flag;	
Region #	This is the Region ID #. Define up to 5 regions on a page
Start-Line	Specify the starting line # of the page to which the Regions formatting is to apply
End-Line	Specify the ending line # of the page to which the Regions formatting is to apply
Font-Size	The Font Size to use
Font-Name	The Font Name to use
Bold-Flag	Set to 1 if all lines in the Region are to be Bold
Italic-Flag	Set to 1 if all lines in the Region are to be Italic
Underline-Flag	Set to 1 if all lines in the Region are to be Underlined
Shading-Flag	Set to 1 if all lines in the Region are to be Shaded

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$TAB TabSet #; Position, Tab-Type, Leader Flag, Text Column; .....; .....; (up to 10 tabs may be defined)	
Tab Set #	This is the Tab Set ID #. Define up to 20 Tab Set regions on a page. In the actual text of the letter, the use of each Tab set is initiated by setting a "~" character in column 1, followed by the Tab Set ID that is to be applied.
Position (inches)	This is the offset from the left margin, in inches, of the position of the tab
Tab Type	L - Left Tab; R - Right Tab, C - Center Tab; D - Decimal Tab
Leader Flag	Set to 1 to have a "Dot Leader" preceding the tab position
Text Column #	The text being output is made up of text and spaces. There are no tabs in the actual text. This is the Character position, in front of which, the formatting Tab will be inserted. (ie., the spaces up to this point will be replaced by a Tab when the text is processed and output as a letter)

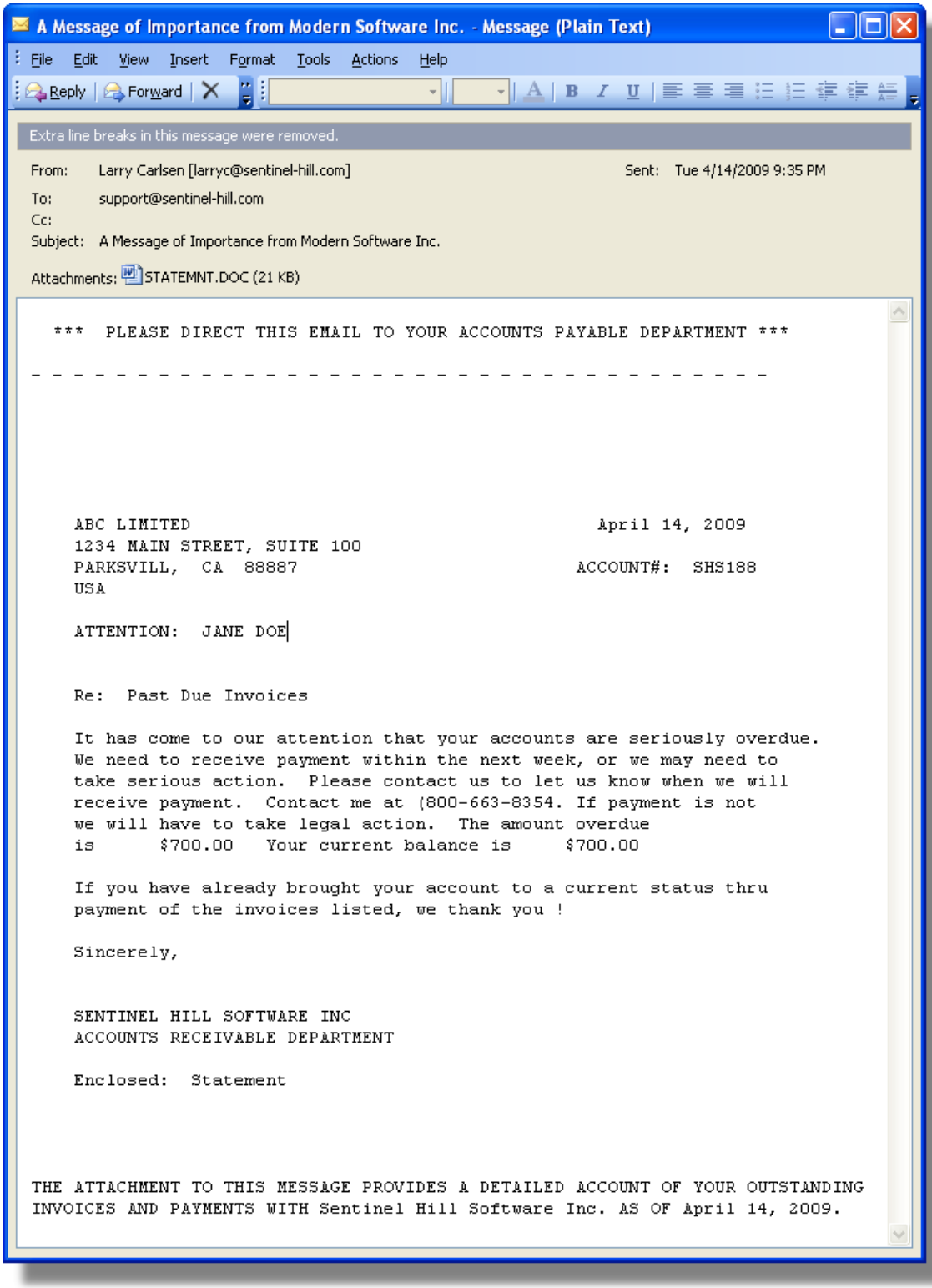
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Emailed Dunning Letter - Example

Here is an example of a "friendly" letter as would be sent as an email.

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6.4.13 Purge Accounts Receivables

This Accounts Receivable function is used to remove Open Items from the A/R system that have been fully cleared or paid. For a set of Open Items to be purged, they must all have the same Apply-To Document Number, and the sum of all their amounts must equal ZERO. The method used for purging depends on whether the Customer is designated as a Balance Forward or as an Open Item customer.

Some points to note when Purging the A/R Open Items:

- When items are purged, they are removed from the active A/R Open Items file, however, they are copied to the Historic A/R Open Items file. As well, a Purge A/R Journal is produced that may be printed and/or archived. Once Open Items are purged, they will not be displayed by the Customer Open Item Inquiry function. However, they may be displayed by the Purge Open Item Inquiry function.

- For Balance Forward Customers, purged items ARE NOT written to history.

- Purged Open Items are NOT printed on Customer Statements

Purging Before or After A/R Statements Generated

Prior to Purging the A/R, you must decide whether or not you wish to have those Open Items that have been fully paid, listed on the Customer Statements. If not, you should execute the Purge A/R application prior to Statements being printed so that fully paid items are removed. If you do wish to show these items on the Statement, then wait until after they are generated and printed, to execute the Purge A/R application.

- For Balance Forward Customers, the total of all credit documents will reduce the total of all debit documents until the credit amount is fully applied, (or vice versa if debits exceed credits). Any remaining unapplied Credit or Debit Amount will be left as a new Balance Forward Open Item for the customer.

- For Open Item Customers, documents with the same Apply-To Number are purged along with the specifically applied Credits only if the sum of the Credits equals the sum of the Debits.

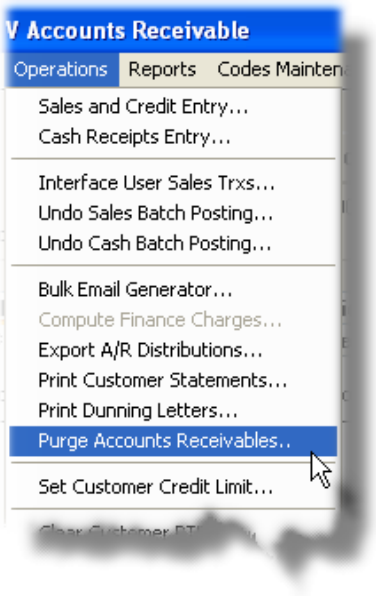
- Any Open Credits on file, (those with an Apply-To Number = ZERO), will remain as Open Items so that in the future, they may individually be applied as needed.

- Only those documents with a Document Date that falls on or before the Purge Cutoff date will be processed.

Accessing the Purge Receivables function

From the A/R Main menu, select **Purge Accounts Receivables** from the **Operations** drop-down menu.

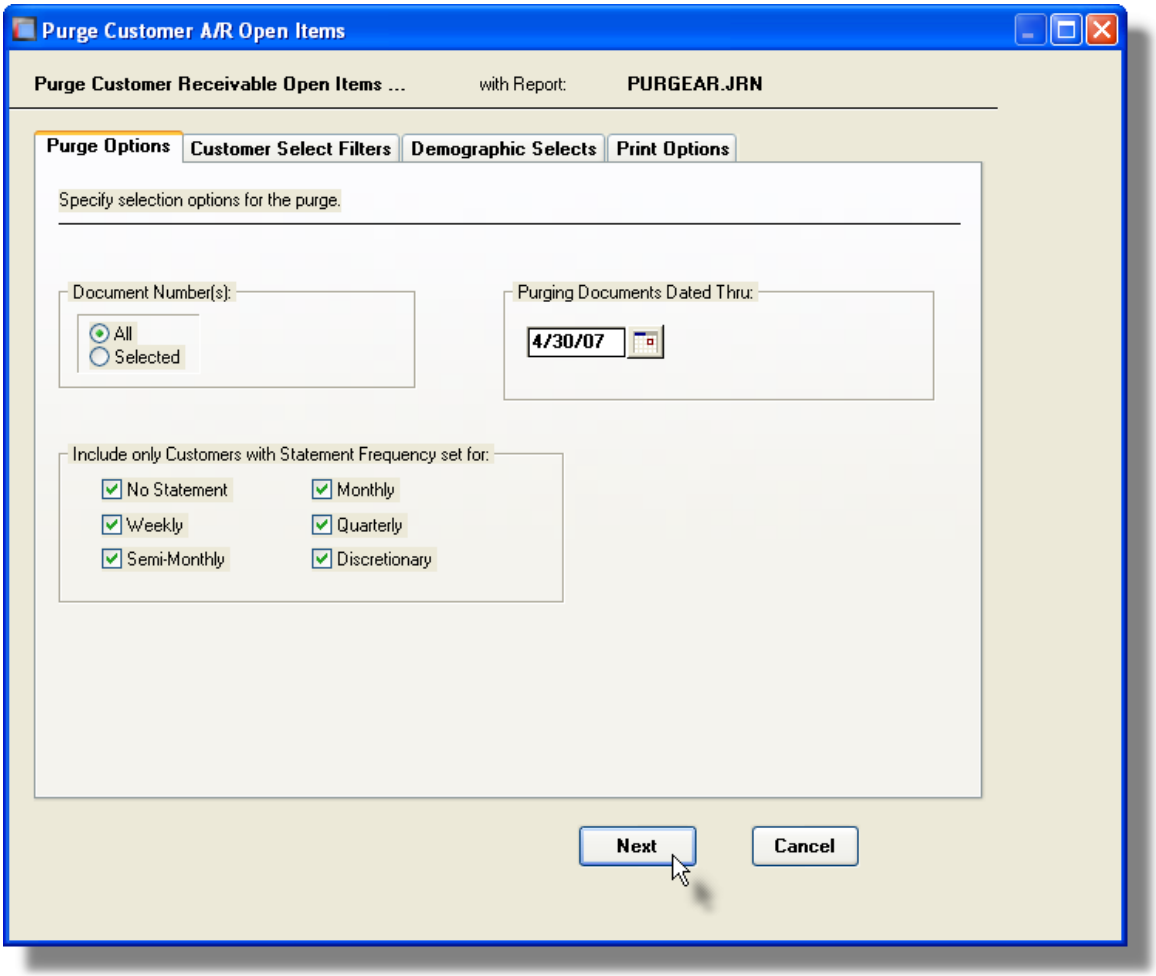
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Purge A/R - Options Screen

The following screen is presented when Purging A/R:

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When purging the A/R Open Items, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

The Series 5 applications provide a variety of different printing options.

> **Purged Open Items are Copied to History**
>
> Purged Open Items for Open Item Customers are copied to the "Purge Open Item History" file. They may be examined after the fact using the "Purged Open Item Inquiry" function.

The journal register, if archived, will be catalogued with a report name of **PURGEAR.JRN**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

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Purge A/R Options Screen - Field Definitions

Documents Number	***radio-buttons and 9(8)***
If only those Open Items have Document Numbers that fall within a certain range of numbers are to be purged, click the Selected radio button. Starting and ending document number may then be entered.	◉ All ○ Selected
Purging Documents Dated	***(mmddyy)***
This date is used as the Cutoff Date to determine if an Open Item is to be included in the purging process or not. If the Document Date falls on or before this date, the Open Item is considered for purging.	
Select Customer with Statement Frequencies	***check-box(s)***
Each Customer has assigned to it a frequency that determines how often statements are to be generated for them. All customers with a Frequency Code matching those that are check will have their Open Items purged. Set each check-box to have Statements generated for all Customers.	~ Weekly ~ Monthly ~ By Discretion ~ Semi-Monthly ~ Quarterly

6.4.14 Set Customer Credit Limits

This Accounts Receivable function is used to automatically update each Customer's Credit Limit, Credit Rating, and Terms Codes properties based on their balance due amounts for specified aging periods. If the customer has Balance Due amounts that exceeds the specified thresholds, (starting with the oldest first), then the corresponding Credit Rating, Credit Limit and Terms Code is assigned to that customer.

Some points to note when having the Credit Limits and Ratings set:

- Open Items are aged according to either their Invoice Date, or their Due Dates as determined by the setting defined in the A/R Control Preference's Aging and Finance Charges sub-screen 478.

- Credit, Debits, and Payment Open Items are aged according to the Invoices that

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they are applied to

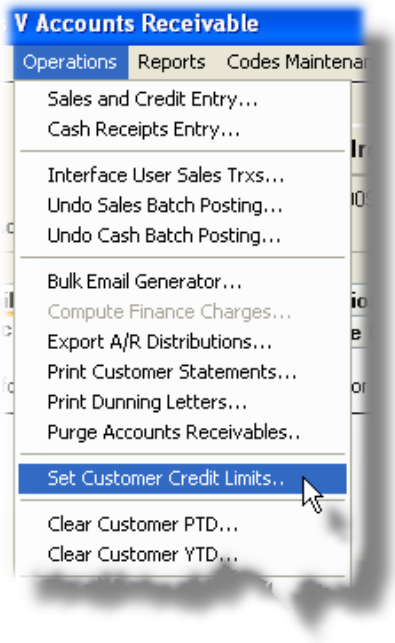
- The Customer Balance Thresholds, Credit-Ratings, Credit Limits and Terms codes that are presented as the default settings are defined in the A/R Control Preference's Aging and Finance Charges sub-screen 478. This may be changed as required.

- For each customer, the Balance Due amount is computed for each of the given periods. The thresholds are test using the oldest one first. If the customer has an amount for the given period that exceeds the threshold, the associated values are assigned.

- If the Customer's Sales Rep code has been set to **XXX**, then that customer's Credit Rating, Credit Limit and Terms Code will be set to the values set. This is meant to set the applicable codes to customers that you no longer wish to do business with.

Accessing the Set Credit Limits function

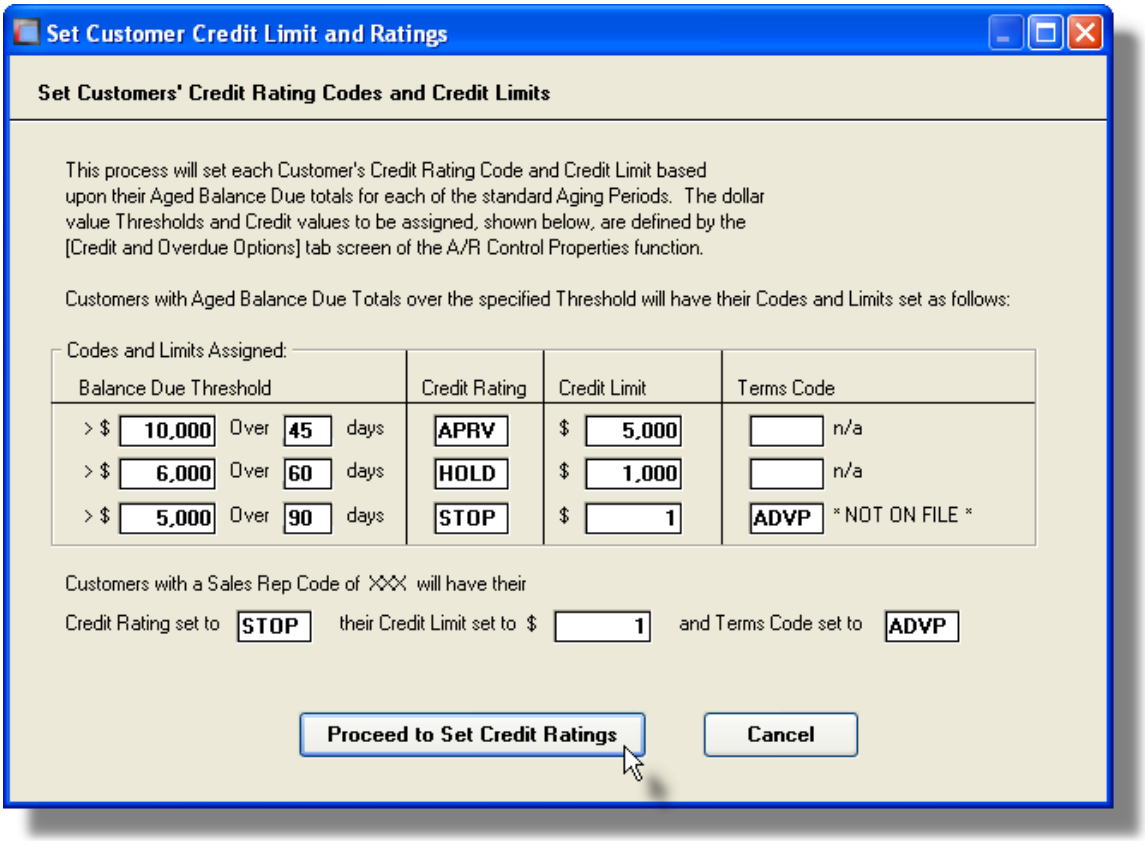
From the A/R Main menu, select **Set Customer Credit Limits** from the **Operations** drop-down menu.



Set Customer Credit Limits - Options Screen

The following screen is presented:

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Set Customer Credit Limits Screen - Field Definitions

Balance Due Thresholds	***$ 999,999 and 9(3)***

Each threshold represent one of three different aging periods. The default $ amounts and # of days is determined by settings in the A/R Control Preferences.

A customer's Credit Rating, Credit Limit and Terms Code properties will be set if the customer has a Balance Due that exceeds the $ thresholds specified for the given periods.

Credit Rating	***X(4)***

This is the Credit Rating Code that will be assigned to the customer. Credit Rating Codes are user defined. However in the Series 5 Customer Order Processing system, the following codes are recognized as follows:

Credit Rating	***Description***
HOLD	All orders entered will automatically be put ***On Hold***
STOP	Orders will not be allowed to be entered into the system

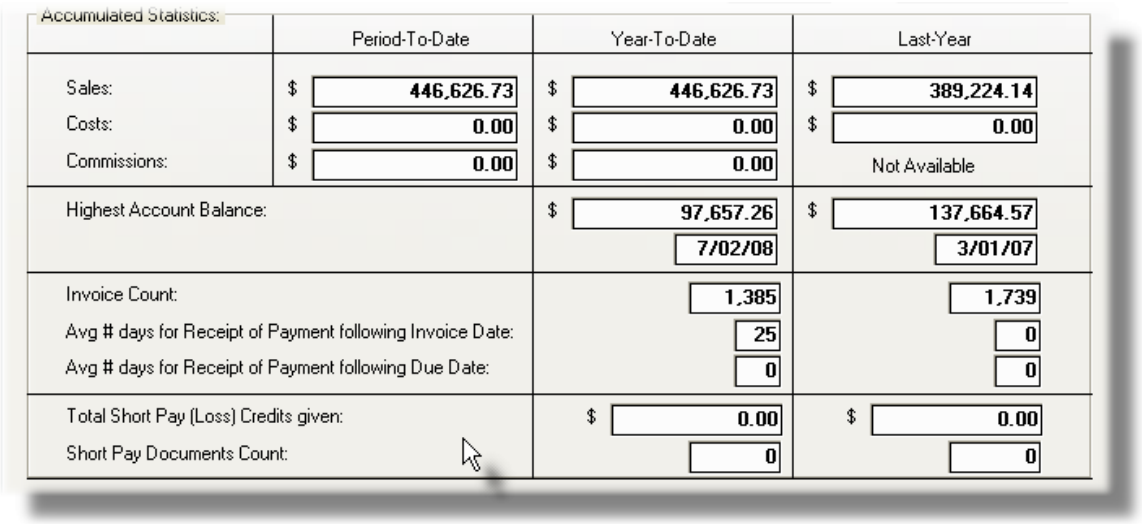
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Credit Limits	***$ 99,999,999***
This is the Credit Limit amount that will be assigned to the customer. The Customer Credit Limit is used as a filter, and or a sorting variable, in a variety of different A/R reporting functions, and may be output on emails, and Dunning Letters. In the Series 5 Customer Order Processing system, when an order is entered whose $ value summed with the customer's Account Balance exceeds the Credit Limit, the operator is warned, and the order may be put ***On Hold***.	
Terms Codes	***X(4)***
This is the Terms Code that will be assigned to the customer. When Sales Transactions or Invoices are entered into any of the Series 5 systems, the Due Date is computed based on settings defined in the Terms Code.	
Customers with Sales Rep Code *XXX*	***X(4)***
If a Customer has a Salesman/Saleswoman code set to XXX, then the Credit Rating, Credit Limit, and Terms Code that are entered in these fields will be assigned to that customer. This is a "Quick-and-Dirty" method to set the Credit Rating codes of customers that are either defunct, of that you do not wish to do business with. This is primarily useful to system with the Series 5 Customer Order Processing system,	

6.4.15 Clear Customer Period-To-Date

In the Series 5 Accounts Receivable system each Customer's property records has fields that maintain assorted totals and statistics Period-to-Date. As the day-to-day activity of entering invoices, and paying them proceeds, these functions contribute to the assorted statistical amounts displayed.

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Each of these periods are defined as follows:

Period-to-Date —	This period is define as the time frame between when the "Clear Customer Period-To-Date Statistics" function is executed. Typically this would be done on a monthly basis, so statistics might be available monthly.
Year-to-Date —	On an annual basis, the Accounts Receivable manager is responsible for executing the operation to Clear Customer Year-to-Date (YTD), figures. At that time, the Year-To-Date amounts for each Customer will be reset to ZERO.
Last-Year —	On an annual basis, the Accounts Receivable manager is responsible for executing the operation to Clear Customer Year-to-Date (YTD), figures. At that time, the all the Year-To-Date amounts are shifted to the Last-Year amounts.

This operation sets the Period-to-Date figures maintained for each Customer to ZERO.

Clearing the Period-To-Date Totals

If the Period-to-Date figures kept for the Customers are used for analysis purposes, it is very important to have this function executed on the very 1st day of each period or month.

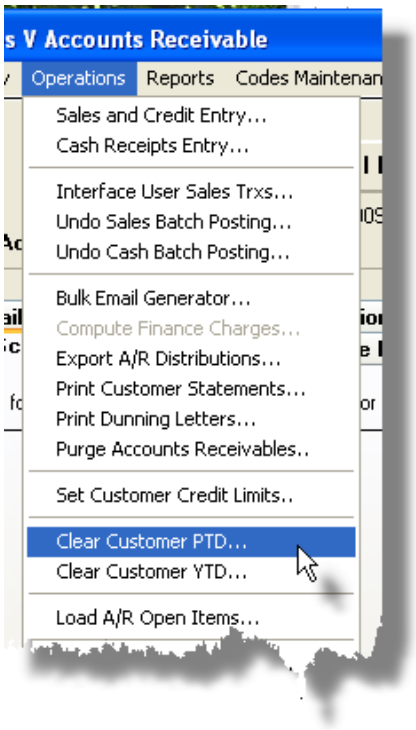
However, if you forget, you may execute the Recalculate Customer Sales Stats 313 function to have these amount re-tallied.

Accessing the Clear Customer Period-to-Date function

From the A/R Main menu, select **Clear Customer PTD...** from the **Operations** drop-

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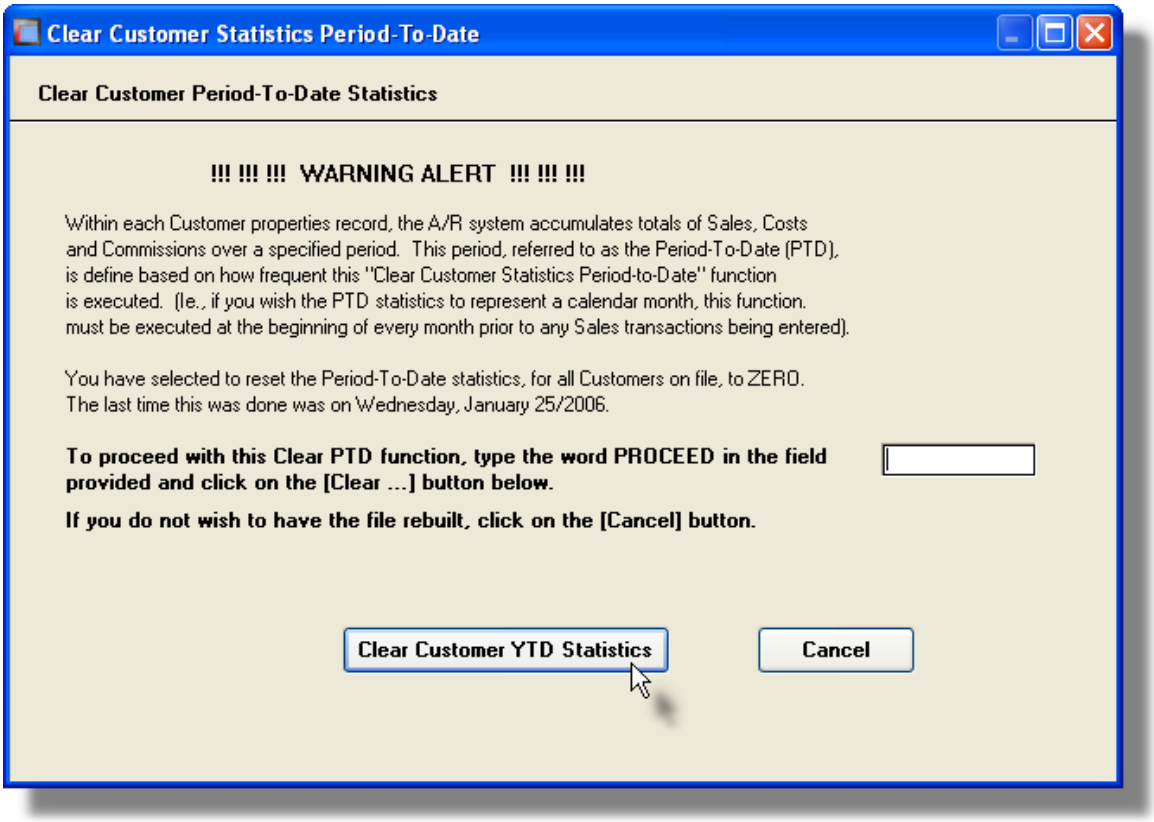
down menu.



Clear Customer Period-to-Date - Launch Screen

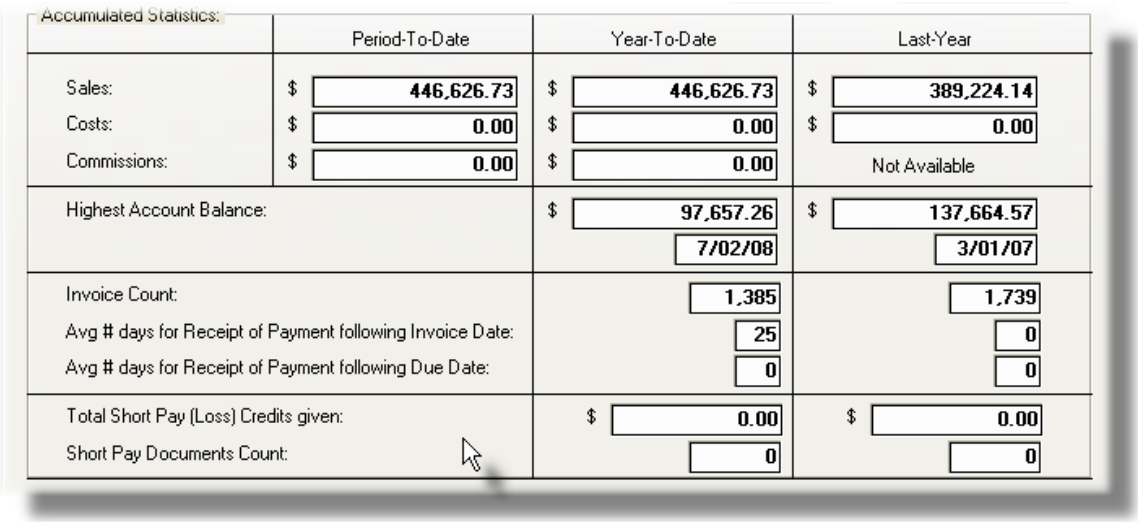
The following screen is presented:

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6.4.16 Clear Customer Year-To-Date

In the Series 5 Accounts Receivable system each Customer's property records has fields that maintain assorted totals and statistics Year-to-Date and Last-Year. As the day-to-day activity of entering invoices, and paying them proceeds, these functions contribute to the assorted statistical amounts displayed.



Each of these periods are defined as follows:

Period-to-Date	This period is define as the time frame between when the "Clear

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—	Customer Period-To-Date Statistics" function is executed. Typically this would be done on a monthly basis, so statistics might be available monthly.
Year-to-Date —	On an annual basis, the Accounts Receivable manager is responsible for executing the operation to Clear Customer Year-to-Date (YTD), figures. At that time, the Year-To-Date amounts for each Customer will be reset to ZERO.
Last-Year —	On an annual basis, the Accounts Receivable manager is responsible for executing the operation to Clear Customer Year-to-Date (YTD), figures. At that time, the all the Year-To-Date amounts are shifted to the Last-Year amounts.

For each Customer, this operation copies the Year-to-Date figures to the Last-Year fields, and sets the Year-to-Date fields to ZERO. (Note that the Period-to-Date fields are also reset to ZERO).

Clearing the Year-To-Date Totals

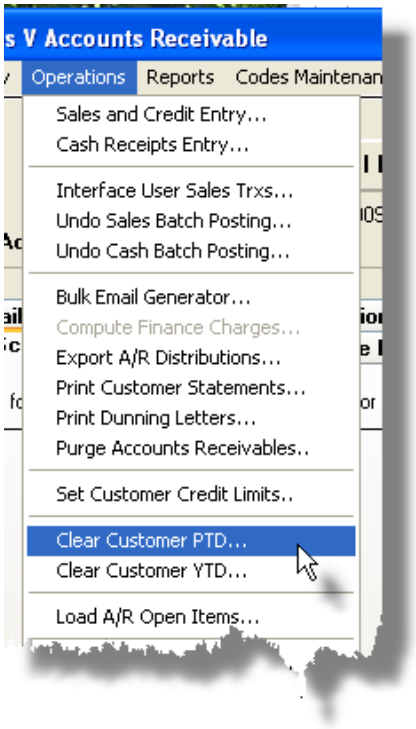
If the Last-Year and Year-to-Date figures kept for the Customers are used for analysis purposes, it is very important to have this function executed on the very 1st day of each year.

However, if you forget, you may execute the Recalculatel Customer Sales Stats 313 function to have these amount re-tallied.

Accessing the Clear Customer Year-to-Date function

From the A/R Main menu, select **Clear Customer YTD...** from the **Operations** drop-down menu.

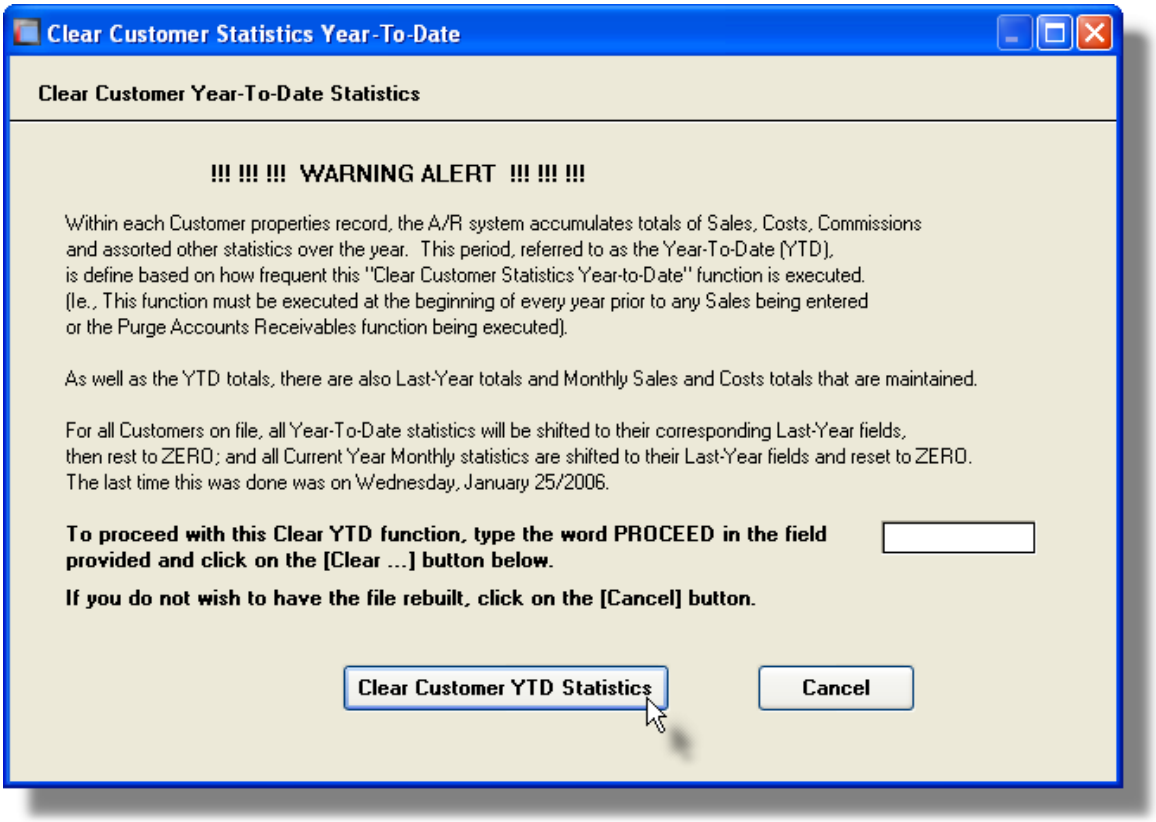
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Clear Customer Year-to-Date - Launch Screen

The following screen is presented:

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6.4.17 Load A/R Open Items

The Load A/R Open Items function provides "back door" maintenance and display of all unpurged Open Items that have been recorded for a particular customer. It's primary reason for existence is to offer a way of loading existing outstanding invoices and payments from other accounting systems when Sentinel Hill Software's Series 5 Accounts Receivable is installed for the first time.

Some of the features of the Load A/R Open function are as follows:

- Open Items may be added, deleted and modified. When this data is entered, the system **DOES NOT IN ANY WAY**, generate or change and G/L Distributions that would normally be associated when Sales Transactions or Cash Receipts are entered into the system.
- Customers may be selected or displayed by Customer Code or Customer Name
- Totals of each type of Open Item are displayed for each Customer
- The original document associated to an item may be displayed showing applicable revenue distributions or any payments that have been made to it
- Open Items may be Imported from a tab-delimited file, a CSV text file, or an MS Excel spreadsheet.
- Open Items may be Exported to a tab-delimited file, a CSV text file, or an MS Excel spreadsheet.

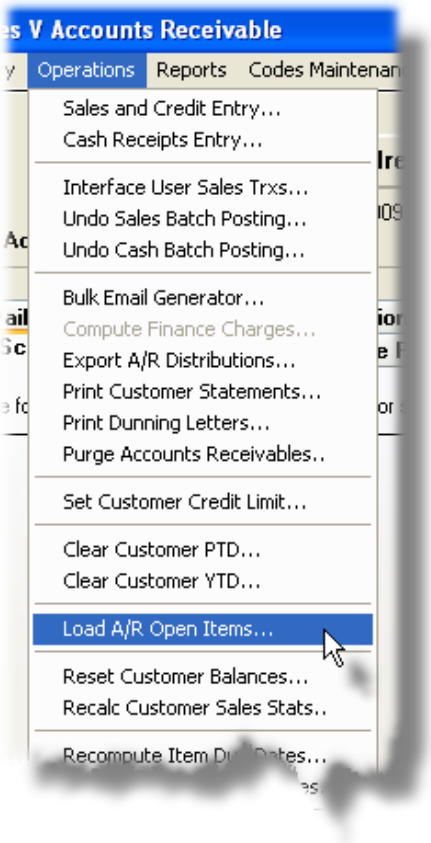
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- This function may be used to edit specific Open Items at any time. However, it should only be used to change any of the assorted dates, the Apply-To-Number, or Reference fields. **Keep in mind that no Revenue or Control distributions are updated at all.**

After Loading A/R Open Items

When initially installing the Series 5 Accounts Receivable, and after Loading all outstanding Customer Open Item, the Reset Customer Balances 312 operation must be executed. This will ensure that the Customer Balance amounts displayed for any Customer has taken into account the newly added, or edited Open Items.

The Load A/R Open Items function is launched from the A/R Menu's **Operations** drop-down menu.



6.4.17.1 Load Open Items Grid Screen

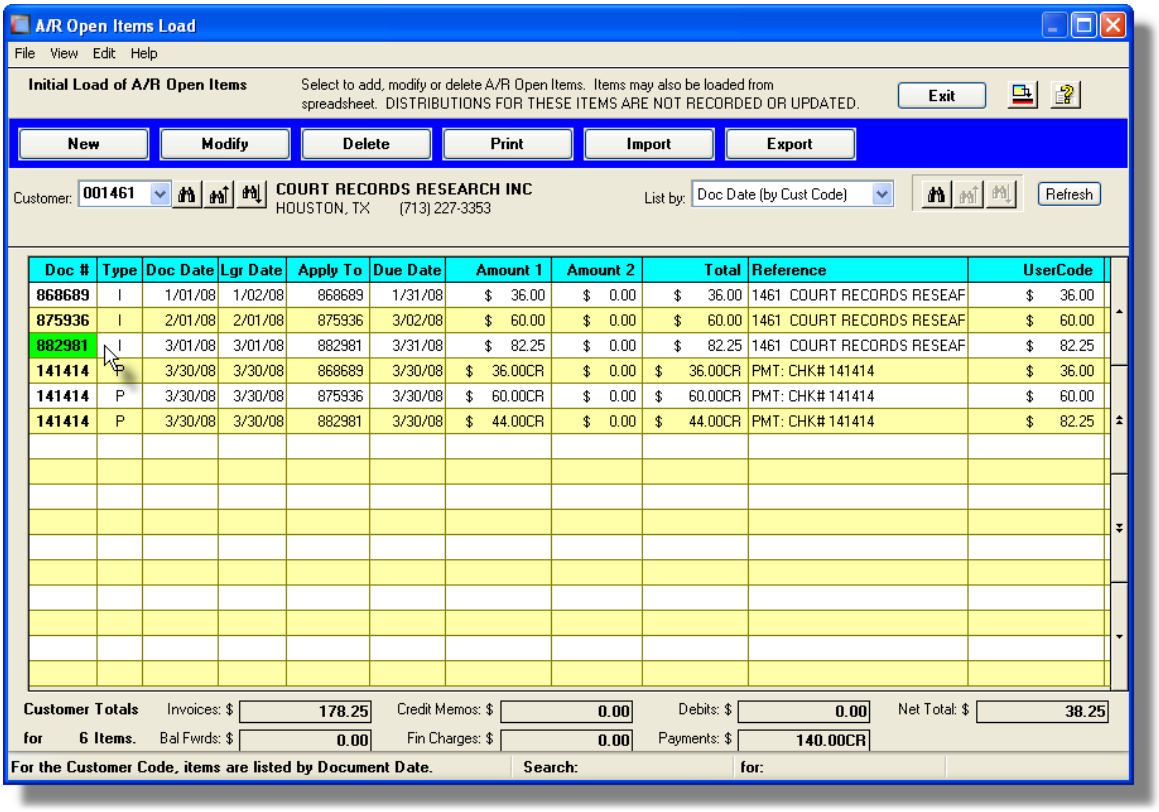
Open Items for a selected Customer are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items for a specific customer,

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selected either by Company name or be Customer code.

From the "Fast Buttons" frame, push buttons are provided that can be used to have Open Items Added, Modified and Deleted. Also, a list of Open items may be generated; and Open Items may be Imported or Exported to an MS Excel spreadsheet.

Customer Open Item Load Grid

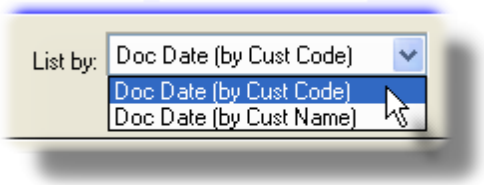


The "Fast Buttons" frame provides the push buttons to have items printed or exported, or to display an Aged Totals Summary screen for the selected Customer.

"Fast Buttons"	
New	Add a new Open Item
Modify	Modify the Open Item highlighted in the grid
Delete	Delete the Open Item highlighted in the grid
Print	Generate a report listing Open Items for selected Customers, based on a variety of different filters
Import	Imports Open Items from a spreadsheet
Export	Export selected Customers' Open Items to a spreadsheet

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Some of the special features of this "Inquiry" grid are as follows:

➢ Edit a particular Open Item by double-clicking the row that it's information is displayed in.	
➢ The option to **List By** provides the option to browse through the Customer's items either by Document Date where Customers are processed by Customer Code or Customer Name. ➢ A given Customer may be chosen either by entering their Customer Code, choosing it using the Lookup binoculars icon, or by having the next or previous Customer displayed that has open items. *(Click the binocular icon with the up/down arrow to display transactions that exist for the prior/next occurrence of that code on file)*.	 
➢ If available, Customer Notes may be displayed if the applicable icon is displayed below the Customer selection icons. Notes are created, and maintained by the Customer Maintenance function.	

If the function to have the grid items printed is selected, the report if archived, will be

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catalogued with a report name of **AROPENLOAD.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

6.4.17.2 Open Items Edit Data Screen



Some points to note when adding or editing Customer Open Items:

- G/L Revenue or Control distributions are not generated or updated.
- For Balance Forward Customers, only a single Open Item record should be added. That should be assigned a Document Type of **Balance Forward**.
- Regardless of the type of transaction being entered, the Document # that you assigned should be unique. However, you may enter a single Invoice, Debit, and Credit that each of which could have the same document number assigned. ***(Keep in mind that for Credits and Debits that apply to a given Invoice do not have to have the same document number, but they must have the same Apply-To Document Number).***
- When entering a Debit or Credit, you must enter the Apply-To Number to which the amount should be applied to. If you set the Apply-To for a Credit to ZERO, then this will generate an Open Credit for the customer.
- When entering a Credit, you should allocate a range of Document #s, say that are in the range greater than 990000, so as to not interfere with document numbers being assigned to invoices being generated in any of your subsidiary systems.
- The Amount-1 field is used to hold the Sale Amount for Invoices, Debits and Credits; and the Amount of net Cash Remitted for Payments.

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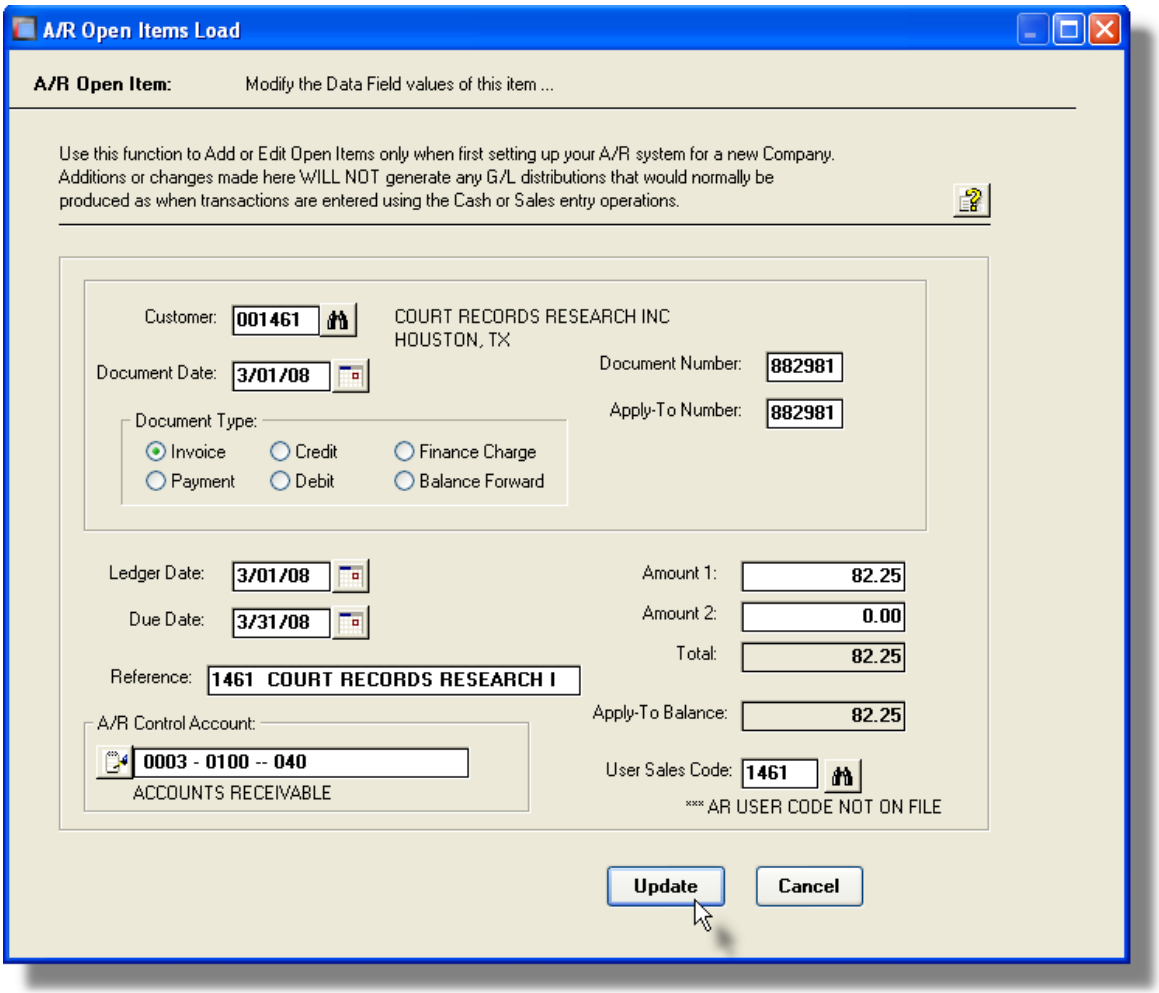
- The Amount-2 field is used to hold the total of Freight, Miscellaneous Charges, and Taxes for Invoices; and hold the sum of Discounts and any Allowance Amount for Payments.

User Access to he Load A/R Open Items function

Access to this Operations menu item should be restricted only to the Accounts Receivable manager. During normal A/R processing, this application **SHOULD NOT BE USED** to edit or adjust Open Item amounts. G/L Distributions **ARE NOT** adjusted or made, and there is not audit trail of items being modified.

This operation should only be used to load up Open Items when first installing Series 5 account software.

The following screen is displayed for an A/R Open Item:



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A/R Open Item Load Screen - Field Definitions

Customer	***X(6)***

Select the Customer for which the Transaction is to be applied.

Document Date	***(mmddyy)***

This would be the actual date that was assigned to the Invoice transaction, or the date that a Payment was received. For Invoices, the Due Date will be computed relative to the Document Date entered.

Document Number	***9(8)***

Record the Invoice Number for Invoices and Prepaid Documents. For all other documents, enter a unique document number. This number is used to identify the document within the A/R system, and in any related distributions that are carried forward into the G/L system as journal entries.

Document Number Entry Note

The document number that is entered must fall within the range of numbers that was specified for the Sales Batch under which the transaction is entered.

Also, the system will not allow duplicate Document Numbers to be entered. (Ie., two Invoices, or Debits or Credits with the same Document Number). **However you can enter a Debit, a Credit and an Invoice each having the same Document Number.**

Document Apply-To Number	***9(8)***

For Credits and Debits, enter the Invoice number to which this transaction should apply to. When aging reports are generated, the Debit or Credit will be placed in the same aging category as the original Invoice to which it applies.

For Invoices and Finance Charge documents, the Apply-To will automatically be set their Document Number. (If you don't know the number, assign the Document Number to the Apply-To number. It may be changed later).

If you just wish to have the Debit or Credit recorded as an Open Credit, then enter an Apply-To Number = ZERO.

Data Entry Note

Credits and Debits should be recorded with their Apply-To Numbers assigned with the original Invoices' document number. This will ensure that the Aging Report can correctly report it's aged totals, and that when recording Cash Receipts, correct balances for items being paid are presented.

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Document Type	*(mmddyy)*

Click the applicable radio-button to identify the type of Open Item.

Ledger Date	*(mmddyy)*

The Ledger Date will default to the Document Date.

Due Date	*(mmddyy)*

For Invoices, the Due Date will be automatically be calculated using the properties of the associated Customer's assigned Terms Code. For all other document types, this field defaults to the Document Date.

Reference Memo	*X(30)*

This field is provided so a brief memo may be recorded with the transaction.

A/R Control Account	*9(18)-9(5)*

This is the G/L Accounts Receivable Control account to which the amount of the transaction would have been recorded to as a debit. If the Accounts Receivable system was configured with only one A/R Control Account, then this field is not presented to be edited. It defaults to the A/R Control account that was assigned to the Sales Batch for which the transaction is being entered, but it may be edited as required.

Amount - 1	*$ 99,999,999.99-*

This is the actual total dollar amount of the transaction. For Invoices, it does not include Miscellaneous Charges, Tax or Freight. The Sale amount is used to compute any discount that would be allowed when an early Cash Payment is received.

For Payments and Credits, enter the amount as a positive value, without a minus sign. The system will automatically adjust the sign when the applicable Open Item record is written.

The following table defines what amounts are to be recorded in the Amount-1 and Amount-2 fields.

Document Type	Amount - 1	Amount - 2
Invoices Debits Credits	The Sale amount, or Debit/ Credit amount to be applied	The sum of Freight, Miscellaneous Charges and Taxes
Payments	The amount of Net Cash Remitted	The sum of Discounts Given plus any Allowances

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Finance Charges	Finance Charge Amount charges	n/a
Balance Forwards	The Customers's Balance Amount Due at the end of the month	n/a

Amount - 2	***$ 99,999,999.99-***

Amount 2 holds the sum of any Freight, Miscellaneous Charges and Taxes for Invoices. It holds the sum of any Discounts an Allowances for Payments.

Apply-To Balance Amount	***$ 99,999,999.99-***

The system automatically creates a record that holds the Net Balance Due Amount for all Customer Open Items that have the same Apply-To Number. (Hence if an Invoice and a Payment have the same Apply-To, then if it was fully paid, the Apply-To Balance would be ZERO).

User Sales Code	***X(6)***

A user define code may be recorded with the transaction. When an A/R Aging report is generated, as an option, one or more User Codes may be selected as filters.

6.4.17.3 Open Items Report or Export Filters Screen

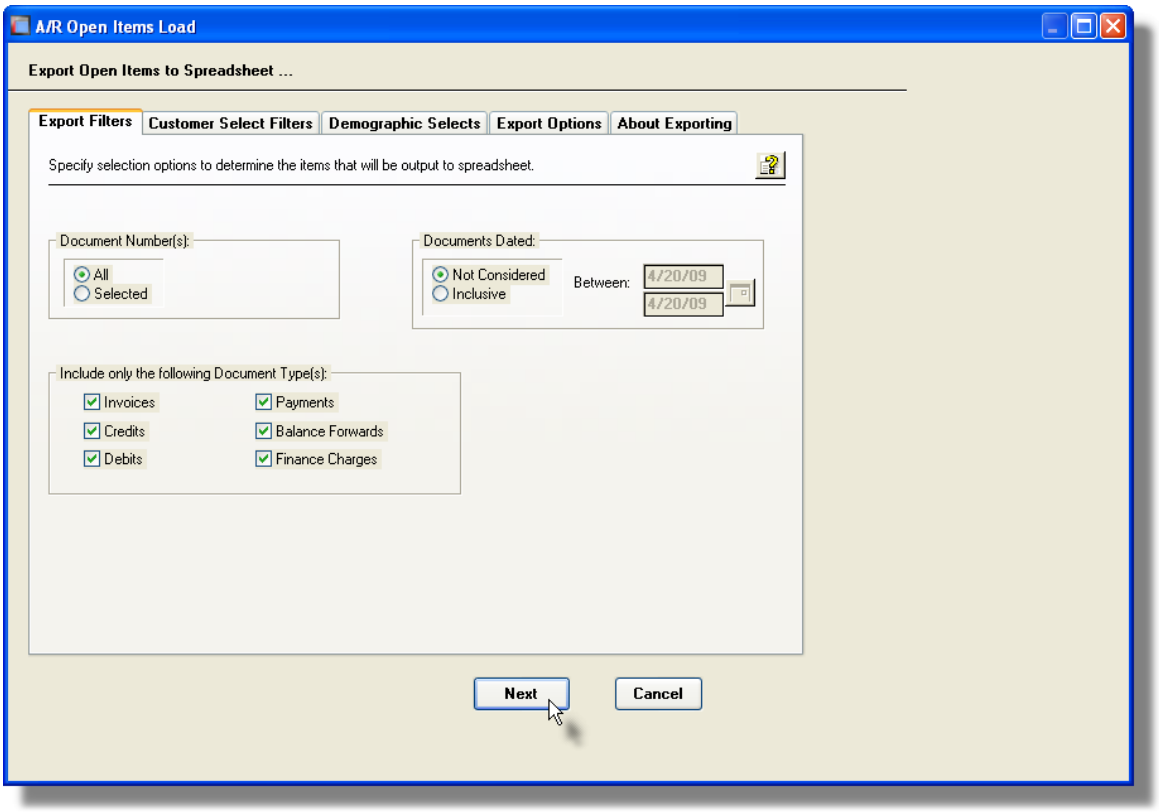
The following functions may be executed from the A/R Open Load items grid screen, where a number of assorted selection filters may be entered.

Print a list of Open Items — Generate a report as listing of the selected Customers's Open Items. *(This is NOT meant to be used as the traditional A/R Open Items Report).*

Export Open Items — Have selected, filtered Open Items detail information exported to an MS Excel spreadsheet, or a tab-delimited text file. These files might then be used for analysis, or be emailed to sales representatives or selected customers.

The following screen, or something very similar, is displayed for each of these functions:

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When generating the report or exporting detail, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

For the Open Items List report generated, if archived, will be catalogued with a report name of **AROPENLOAD.LST**.
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

For the Open Items export function, the default name assigned will be **AR_OpenItems.XLS** .
The Export Options tab screen will be displayed, from which you can select to direct the output to an MS Excel spreadsheet, CSV text file, or a Tab-delimited text file. *(Refer to the topic titled Data Export Functions 94 for full details).*

Load A/R Open Items Report or Export Options Screen - Field Definitions

Document Number(s)	***radio-buttons and 9(8)***

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To select All transactions regardless of their Document numbers; or for only those that fall within a range of document numbers. If a range is selected, enter the starting/ending Document numbers.	◉ All ○ Selected
Documents Dated	***(mmddyy)***
Select to have All transactions selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
Include only Documents — for Type(s)	***check-box(s)***
A check-box is presented for each of the types of Open Items that might have their Due Dates recomputed. Click or un-click to have the particular type processed by the given function.	~ Invoices ~ Payments ~ Credits ~ Balance Forwards ~ Debits ~ Finance Charges

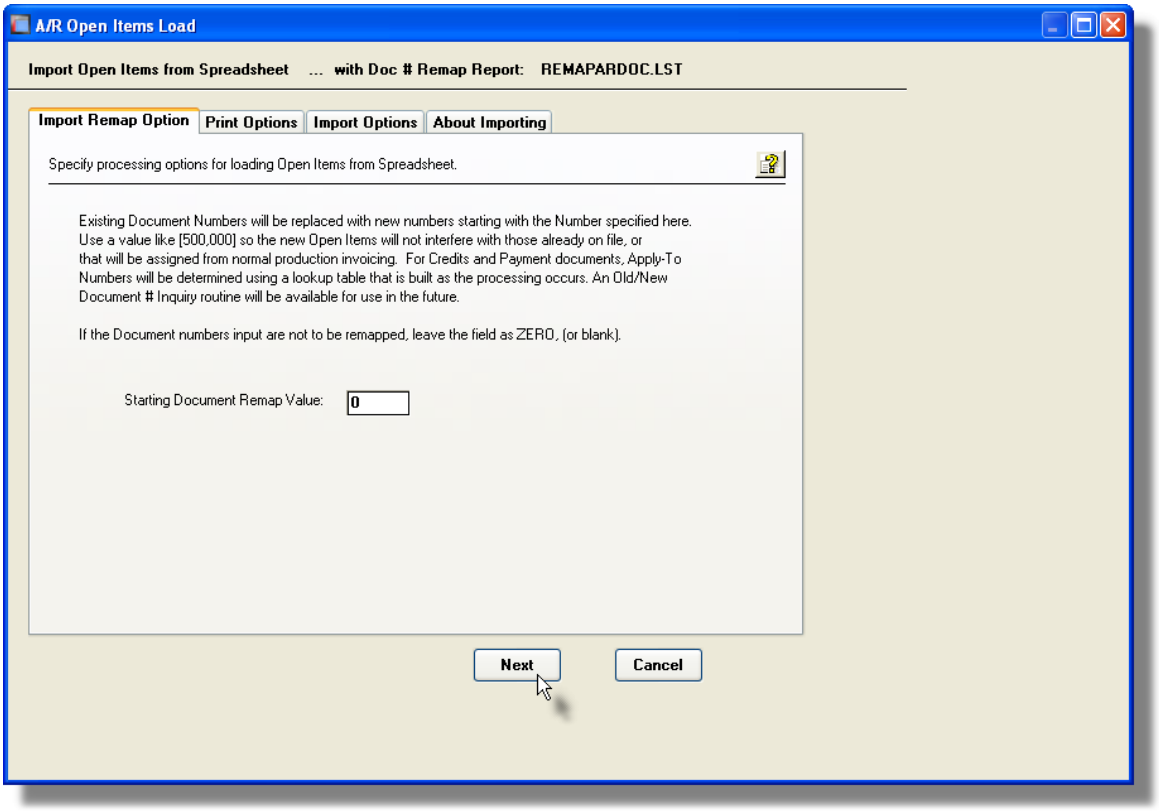
6.4.17.4 Import Open Items

This function is provided so that A/R Open Items may be easily imported from another accounting system. This is specifically designed to be used when initially installing the Series 5 Accounts Receivable system, and it is necessary to load all outstanding Customer Open Items. Hopefully, the former accounting system may have some means to export customer open items information to either a tab-delimited file, or a spreadsheet.

The Import Options tab screen will be displayed, from which you can select the file to be loaded by browsing your system folders, and define the type of data that is being loaded. The type of data may be an MS Excel spreadsheet, a CSV text file, or a Tab-delimited text file. *(Refer to the topic titled Data Import Functions 99 for full details).*

The following screen is presented:

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Import Customer Open Items Screen - Field Definition

Starting Document Remap Value	***9(8)***
If the imported data Document Numbers would happen to conflict with document numbers already assigned in your own accounting system, setting this field will cause the system to assign new document numbers. For each Open Item loaded, the starting number entered here will be assigned, then incremented. Kindly consult with Sentinel Hill Software staff, prior to using this feature, for more details.	

Customer Open Item Import Data Format

The following fields are input from an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The input file, by default, is named **AR_OpenItems_In.XLS.**

Column #	***Excel Column***	***Field***	***Format***

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1	A	Customer Code	X(6)
2	B	Document Date	MM/DD/YY
3	C	Ledger Date	MM/DD/YY
4	D	Document Number	9(8)
5	E	Document Type I - Invoice P - Payment D - Debit F - Finance Charge C - Credit B - Balance Fwrd	X(1)
6	F	Apply-To Number	9(8)
7	G	Due Date	MM/DD/YY
8	H	Amount -1 (Credits and Payment Open Items must be entered as a negative value)	-99,999,999.99
9	I	Amount - 2 (Credits and Payment Open Items must be entered as a negative value)	-99,999,999.99
10	J	Reference	X(30)
11	K	A/R User Code	X(6)
12	L	A/R Control Account - Main	9(18)
13	M	A/R Control Account - Profit Center	9(5)

6.4.18 Reset Customer Balances

This Series 5 Accounts Receivable function is used to compute each Customer's Net Balance Due amount that is kept as a property in the Customer Master record. Normally, the Customer Balance amount field is updated as Sales Transactions and/or Cash Receipts are entered.

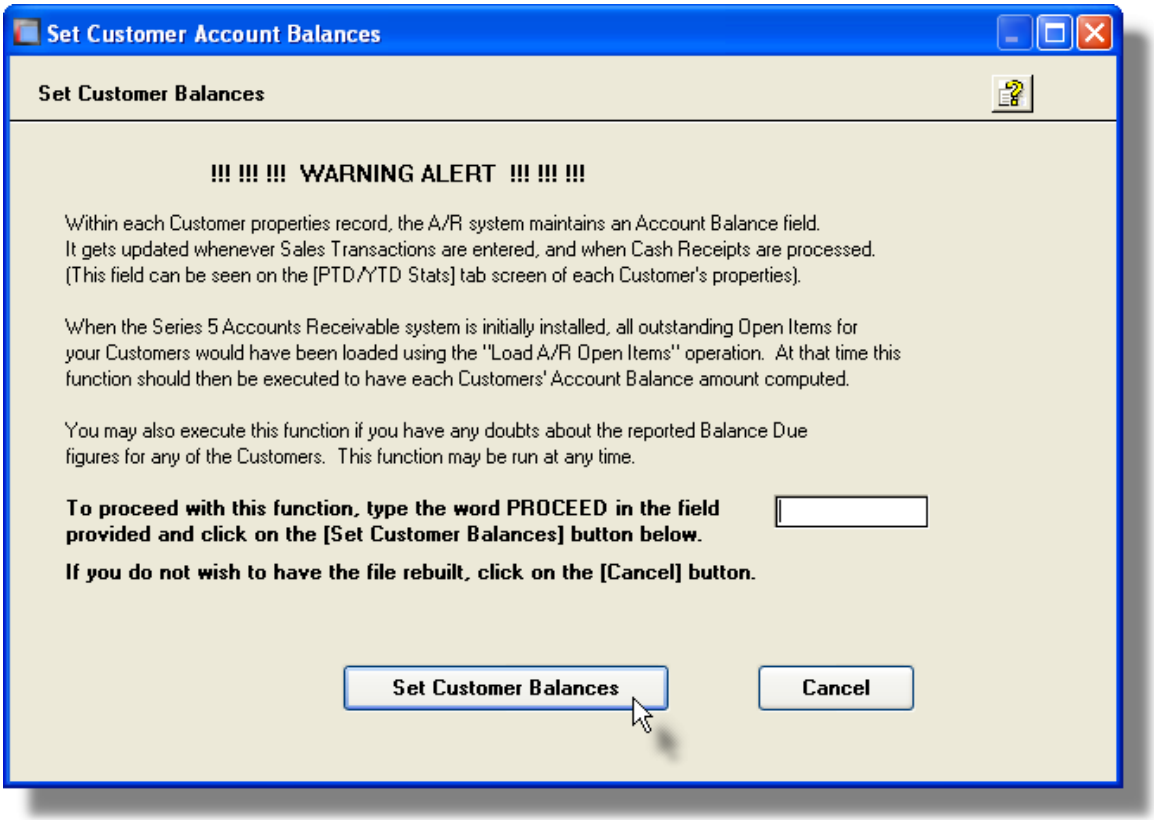
When first installing the Series 5 system, Customer Unpaid Open Item records must be entered. ***(This is accomplished by selecting the Load A/R Open Items operation, and entering or importing applicable data).*** After these Open Items are loaded, this function to Reset Customer Balances, must be executed. It reads through all Open Items on file for

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each Customer, and computes the Customer Account Balance.

(Re)Set Customer Balances

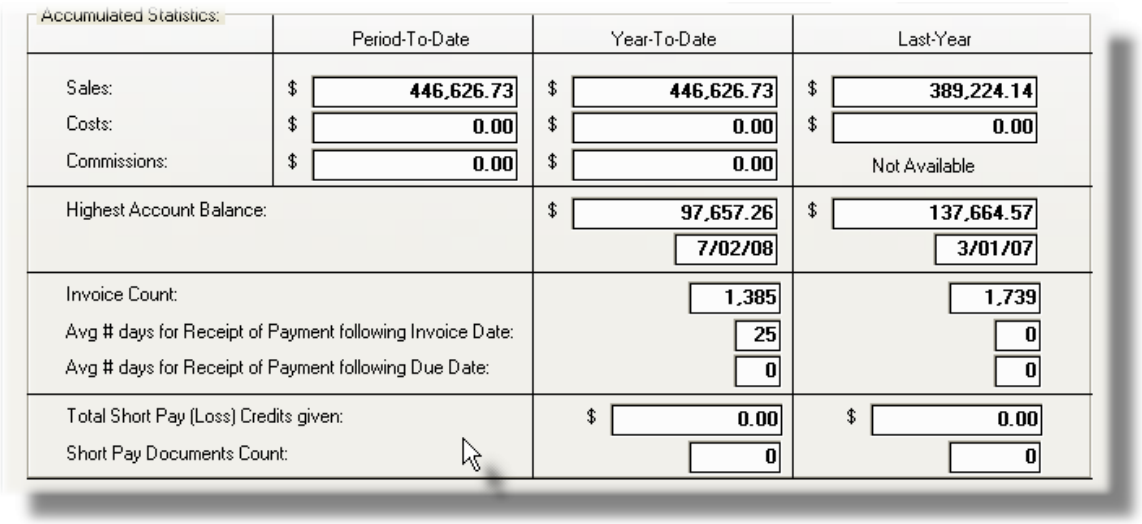
Typically, this function is executed only when the Accounts Receivable system is initially installed. However, if you suspect that some Balances are incorrect, this function may be executed at any time.



6.4.19 Recalculate Customer Sales Statistics

In the Series 5 Accounts Receivable system each Customer's property records has fields that maintain assorted totals and statistics Year-to-Date and Last-Year; and monthly figures of Sales and Costs-of-Sales. As the day-to-day activity of entering invoices, and paying them proceeds, these functions contribute to the assorted statistical amounts displayed.

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Accumulated Statistics:

	Period-To-Date	Year-To-Date	Last-Year
Sales:	$ 446,626.73	$ 446,626.73	$ 389,224.14
Costs:	$ 0.00	$ 0.00	$ 0.00
Commissions:	$ 0.00	$ 0.00	Not Available
Highest Account Balance:		$ 97,657.26	$ 137,664.57
		7/02/08	3/01/07
Invoice Count:		1,385	1,739
Avg # days for Receipt of Payment following Invoice Date:		25	0
Avg # days for Receipt of Payment following Due Date:		0	0
Total Short Pay (Loss) Credits given:		$ 0.00	$ 0.00
Short Pay Documents Count:		0	0

Each of these periods are defined as follows:

Year-to-Date —	On an annual basis, the Accounts Receivable manager is responsible for executing the operation to Clear Customer Year-to-Date (YTD), figures. At that time, the Year-To-Date amounts for each Customer will be reset to ZERO.
Last-Year —	On an annual basis, the Accounts Receivable manager is responsible for executing the operation to Clear Customer Year-to-Date (YTD), figures. At that time, the all the Year-To-Date amounts are shifted to the Last-Year amounts.
Life-To-Date —	Since the Customer was added to the system.

If your Accounts Manager forgets to execute the Clear Customer Year-to-Date, or Clear Customer Period-to-Date functions, this menu selection just might save their butts. In other words, executing this function will read through the Archived Sales transactions file, and re-tally the Current Year, Last-Year, and Monthly Sales Statistics.

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6.4.20 Recompute Item Due Dates

This Accounts Receivable function is used to recompute the Due Dates for Customer's Open Invoices, (in particular Invoices). This function would be useful if you had incorrectly specified the wrong Terms Code to one or more customers, or if you needed to adjust the number of due days associated to a particular Terms Code. Either way, based on the Terms Code associated to each Customer, the Due Dates of select Open Items will be recalculated.

The Due Date will by changed only for Open Items for customers that have a valid Terms Code assigned to them.

Document Due Dates

A Document's Due Date is the date that a payment is expected to be received from the associated customer. If an item has not been paid by it's Due Date, it is considered to be overdue.

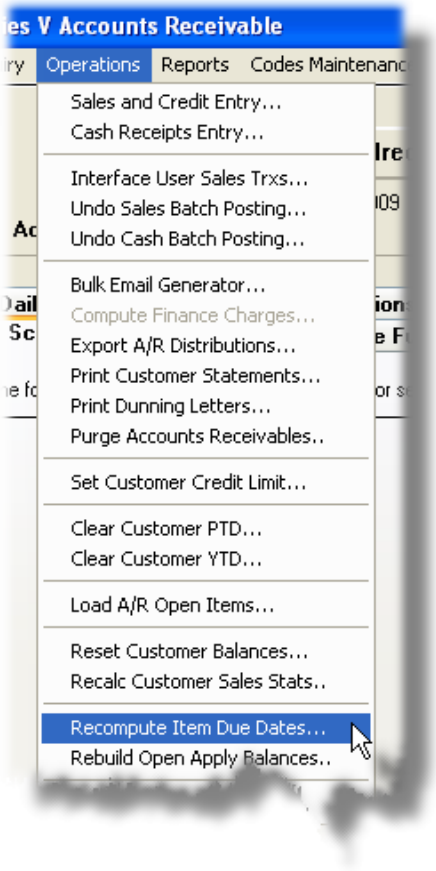
The Due Date is computed based on the method that is assigned to the Customer's assigned Terms Code. This is typically a specified number of days after the Invoice Date of a document.

Accessing the Recompute Due Dates function

From the A/R Main menu, select **Recompute Due Dates** from the **Operations**

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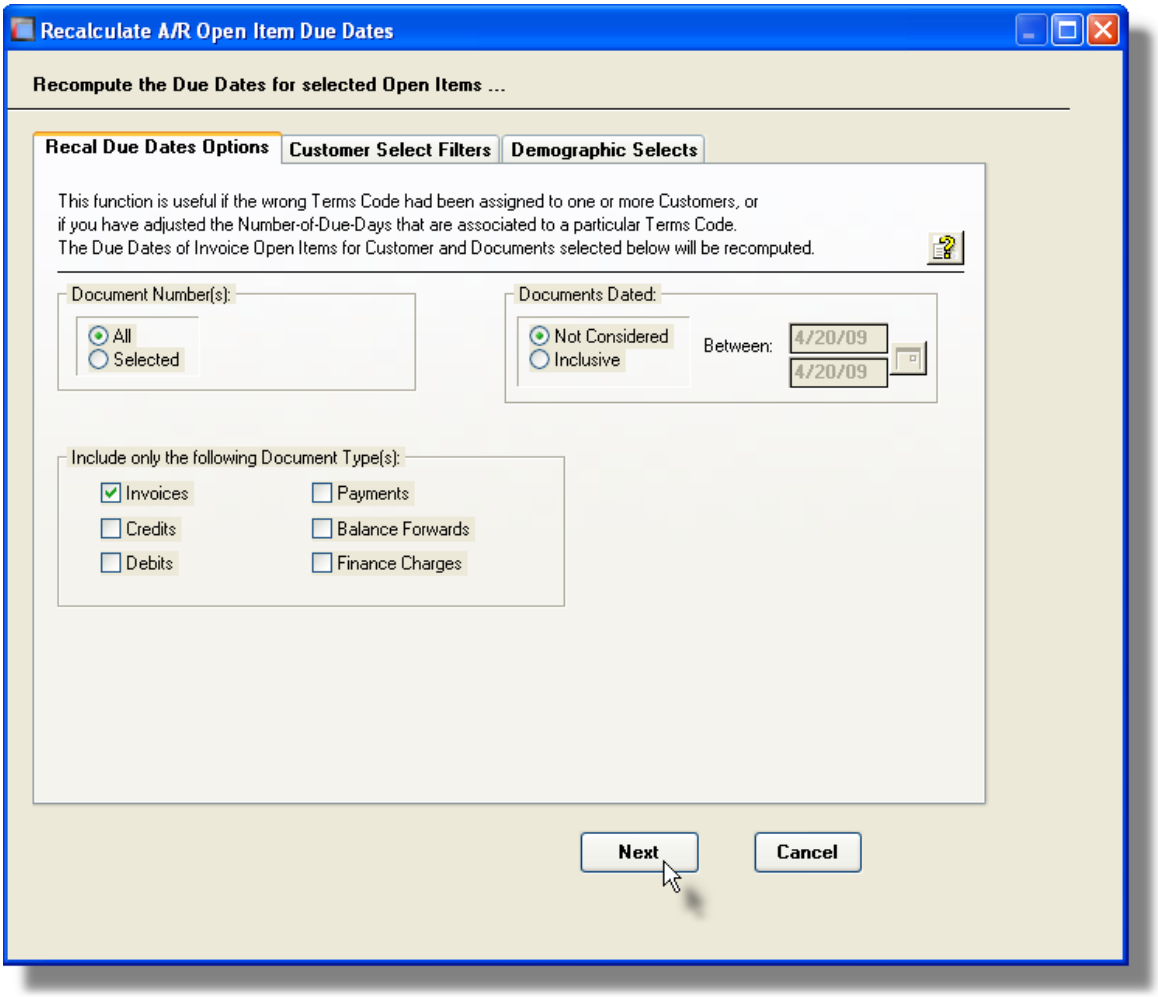
drop-down menu.



Recompute Due Dates - Options Screen

The following screen is presented when Recomputing the Open Item Due Dates:

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When recalculating the Open Item Due Dates, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

Recompute Due Dates Options Screen - Field Definitions

Document Number(s)	***radio-buttons and 9(8)***
To select All transactions regardless of their Document numbers; or for only those that fall within a range of document numbers. If a range is selected, enter the starting/ending Document numbers.	◉ All ○ Selected
Documents Dated	***(mmddyy)***
Select to have All transactions selected regardless of their dates; or only those for a given	

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date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
Include only Documents — for Type(s)	***check-box(s)***
A check-box is presented for each of the types of Open Items that might have their Due Dates recomputed. Click or un-click to have the particular type processed by the given function.	~ Invoices ~ Payments ~ Credits ~ Balance Forwards ~ Debits ~ Finance Charges

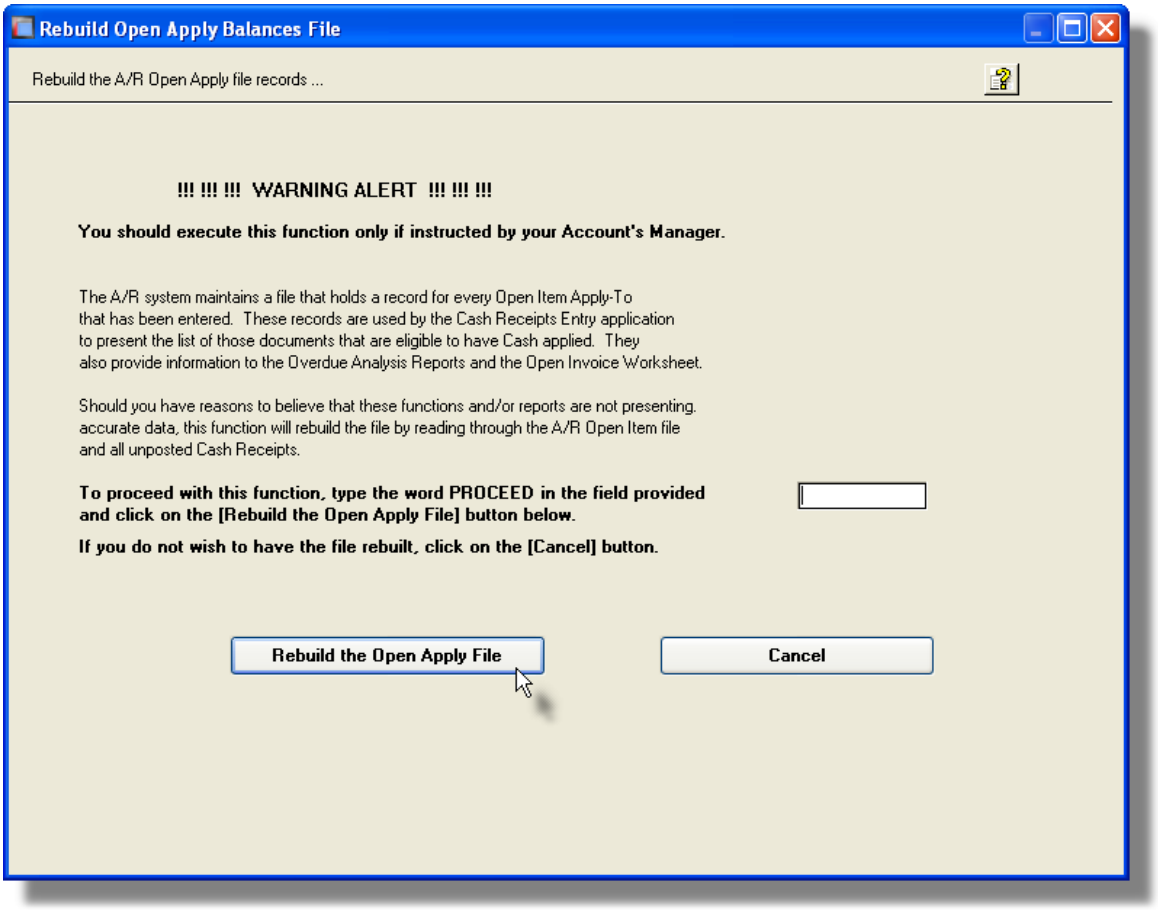
6.4.21 Rebuild Open Apply Balances

The Series 5 Accounts Receivable system maintains a file that holds a record for every Open Item Apply-To number that has been entered. These records are used by the Cash Receipts Entry operations to present the list of those documents that are eligible to have Cash amounts applied to them. They also provide information for the Overdue Analysis Reporting function and the Open Invoice Worksheet.

Rebuilding A/R Open Apply Records

Normally this function should never have to be executed. However, perhaps due to network failures,the Open Apply records may not always be updated correctly. Should you suspect that the operations or reporting functions that depend on this file are not presenting accurate date, this function will rebuild the file by reading through the A/R Open Item file, and any un-posted Cash Receipts files.

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6.4.22 Re-Generate A/R Distributions

This Accounts Receivable function is used to re-generate the A/R Distributions that would normally be created when Sales Transactions and Cash Receipts are posted from their respective data entry operations. It is meant to be used in the event that your A/R Distributions file becomes corrupt, or if the A/R Distributions Purge function was inadvertently executed before them being posted to the General Ledger system. It re-creates the distributions by reading through the Sales Archive and Cash Archive records, and in effect, repeats the portion of the posting function that build the A/R Distributions. (It does not perform any of the other actions relating to posting these sets of transactions).

A processing options screen is presented, that lets you choose whether Sales Transactions, Cash Transactions, or both are to be processed. Also, as a filter, only documents having an assigned Ledger Date that fall within a specified range will be processed.

Re-Generate A/R Distributions

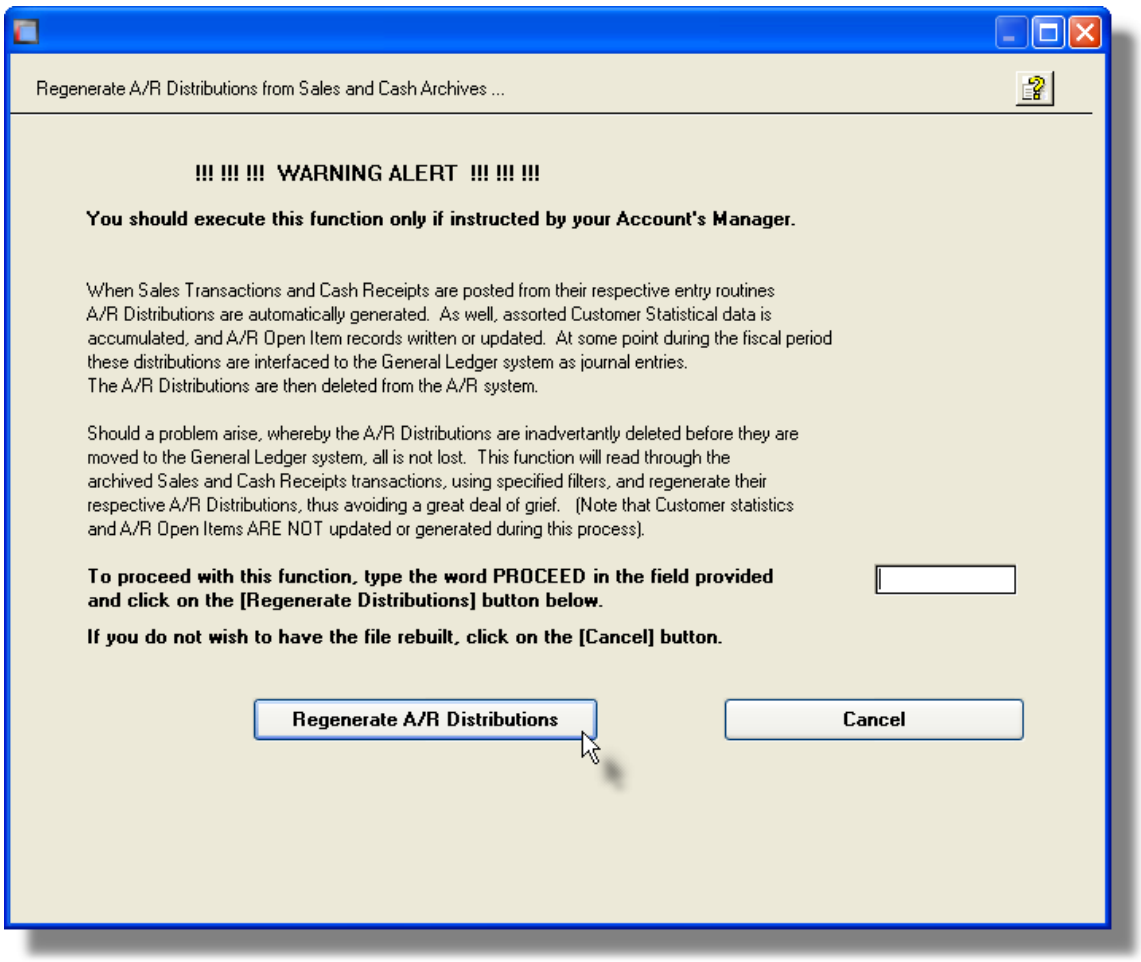
YOU DO NOT NEED TO EXECUTED THIS FUNCTION, UNLESS YOU HAVE LOST YOUR A/R DISTRIBUTIONS PRIOR TO THEM BEING INTERFACED TO THE G/L SYSTEM.

Note that if you have lost your A/R Distributions and you have other subsidiary systems that generated A/R Distributions, those A/R Distributions do not get re-generated. **ONLY THOSE DISTRIBUTIONS NORMALLY GENERATED FROM SALES TRANSACTION ENTRY AND CASH RECEIPTS ENTRY ARE RE-GENERATED.**

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Re-Generation Warning Screen

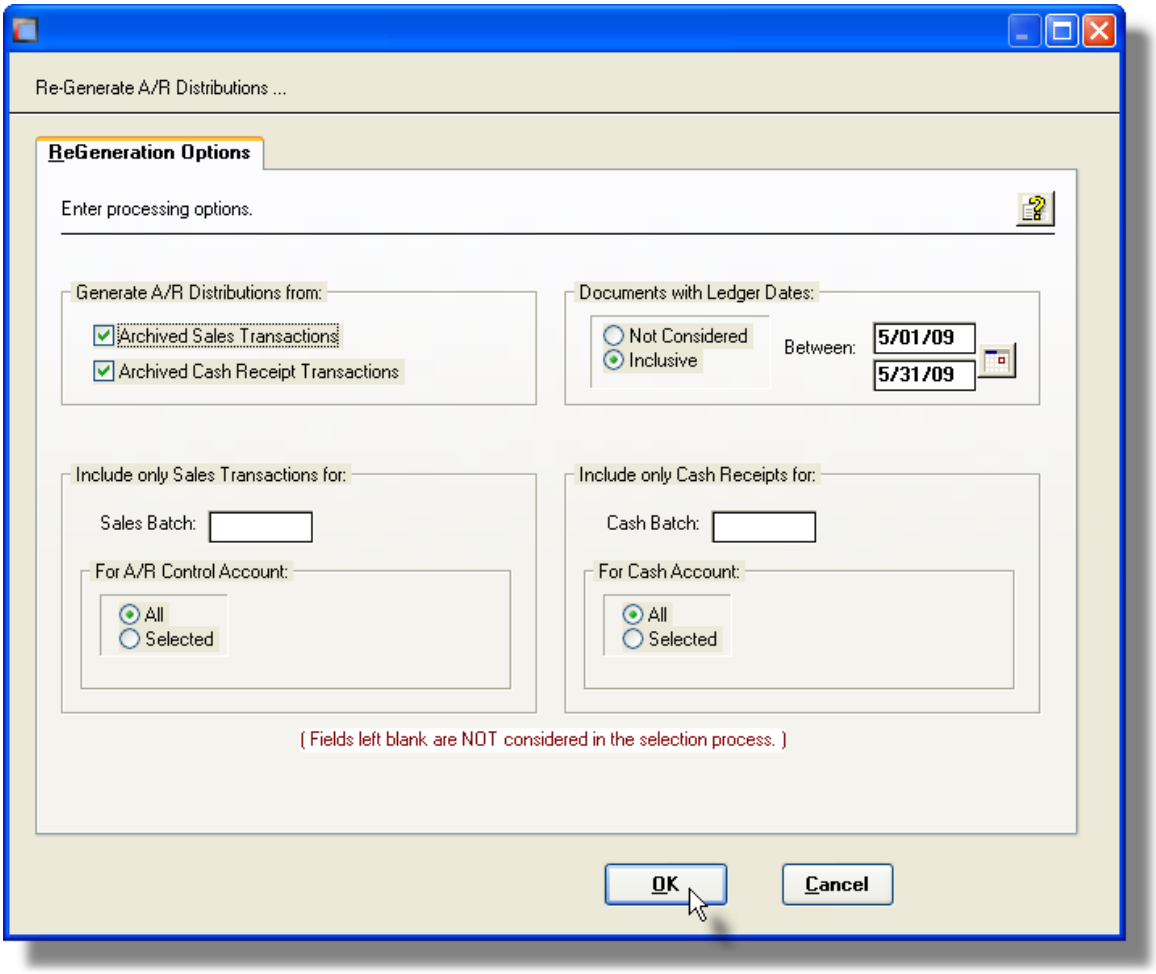
The following screen is first presented. Type in the word PROCEED in the field provided, to continue. The next screen to be presented is the processing options screen. (You may abort the operation from that screen).



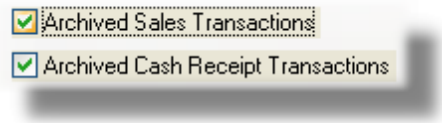
Re-Generate A/R Distributions - Options Screen

The following screen is presented for entering the filters to be applied when selecting Sales Transactions and Cash Receipts for who's distributions will be re-generated:

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Re-Generate A/R Distributions Screen - Field Definitions

Generate Distributions From	***check-boxes***
Select to have distributions generated from Archived Sales Transactions, or from Archived Cash Receipts, or both.	
Documents with Ledger Dates	***(mmddyy)***
Select to have All transactions selected regardless of their Ledger Dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
Include only Sales Trxs — for Sales Batch	***X(6)***
If A/R Distributions are to be re-generated only for those Sales Transactions that were entered for a specific Sales Batch, then enter that Sales Batch Code, otherwise leave	

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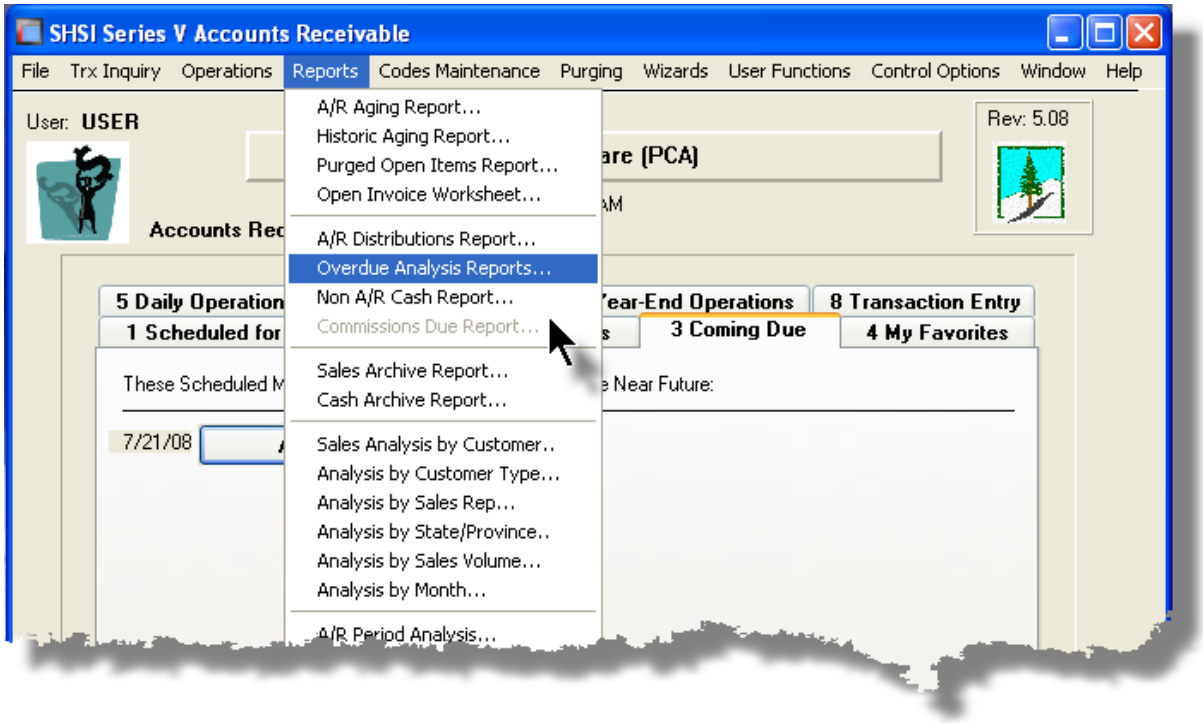
this field blank.	
Include only Sales Trxs — for A/R Control Account	***radio-buttons and 9(8) - 9(5)***
If A/R Distributions are to be re-generated only for those Sales Transactions that were entered associated to a specific A/R Control Account, then click the Selected radio-button, and enter that A/R Control Account. This field will default to the Default A/R Control account defined by the A/R Control Preferences. If Multiple A/R Control Accounts are not set up in the system, then this field will not be enabled, and the account defined by the Control Preferences is used.	
Include only Cash Receipts — for Cash Batch	***X(6)***
If A/R Distributions are to be re-generated only for those Cash Receipts that were entered for a specific Cash Batch, then enter that Cash Batch Code, otherwise leave this field blank.	
Include only Sales Trxs — for Sales Batch	***radio-buttons and 9(8) - 9(5)***
If A/R Distributions are to be re-generated only for those Cash Receipts that were entered associated to a specific A/R Cash Account, then click the Selected radio-button, and enter that A/R Cash Account. This field will default to the Default Cash account defined by the A/R Control Preferences. If Multiple Cash Accounts are not set up in the system, then this field will not be enabled, and the account defined by the Control Preferences is used.	

6.5 Reporting Functions

The topics in this chapter describe functions and procedures that are a available under the **Reports** drop down menu on the Accounts Receivable menu. These menu items are used to generate and print the reports associated to the Accounts Receivable system.

These functions are available from the A/R Menu Bar as shown:

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6.5.1 A/R Aging Report

The Series 5 system A/R Aging report is basically a list of customers' Aged A/R Open Items. It might be generated and archived as a permanent Accounts receivable Journal at the end of every month. It may also assist with managing receivables, in tracking problem accounts, and in planning cash flow.

Some points to note when generating the A/R Aging report:

- The report may be generated as a Summary or a Detailed report. The Summary report lists each customer's totals. The Detail report list the customers' totals along with each individual Open Item.

- As an option, the Customer Summary data, or the Detail Open Item may also be exported either to an Excel spreadsheet or a tab-delimited text file.

- As an option, individual Open Items may be aged either by Invoice Date, Ledger Date, or Due Date. The default setting for this field is derived from the Aging and Finance Charges screen found in the A/R Control Preferences application. (Aging by Ledger Date may be useful when attempting to reconcile the A/R Control account balances in the General Ledger).

- Open Item Customers have items aged by the date of the invoice, debit memo or balance forward item to which they apply, or in the absence of theses documents, the earliest document with the same apply-to document number.

- Balance forward customers have Debits aged by their own date with all Credits

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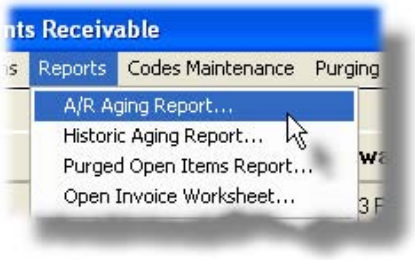
reducing the oldest aged totals.

- The Aging Periods and their associated literals which are printed in the A/R Aging Report Headers are obtained from the settings defined in the Aging and Finance Charges screen found in the A/R Control Preferences application.

- If a Customer's Balance exceeds their assigned Credit Limit, a message is printed.

Accessing the A/R Aging Report

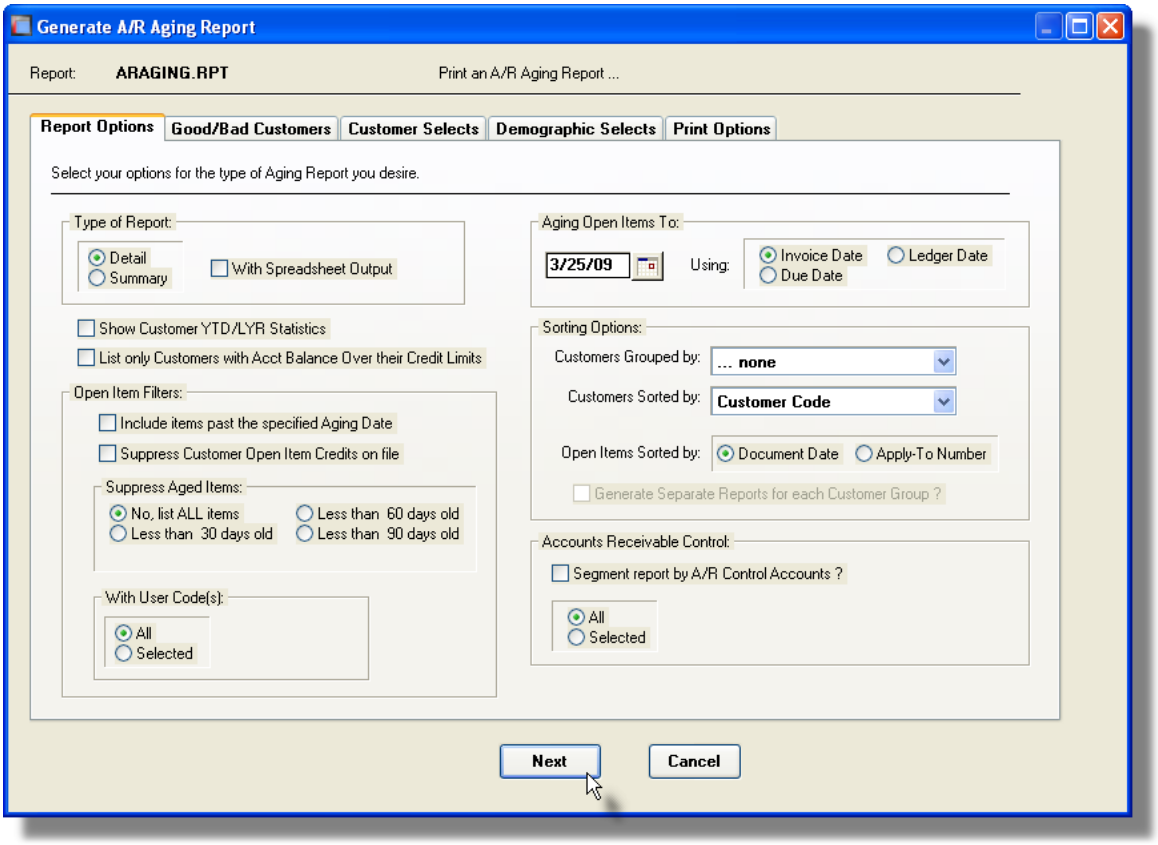
From the A/R Main menu, select **A/R Aging Report** from the **Reports** drop-down menu.



A/R Aging Report - Options Screen

The following screen is presented when generating the A/R Aging Report:

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When generating the report, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **ARAGING.RPT**. The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

Export Options

If the option to have the Detail or Summary type reports information output to Spreadsheet is checked, then the Export Options and About Exporting tab will be presented.

Note that to have the report data exported to spreadsheet, you must also select to have the report output to the printer, archived, or the report browser.

For the Open Items export function, the default name assigned will be **AR_Aging.XLS** . The Export Options tab screen will be displayed, from which you can select to direct the output to an MS Excel spreadsheet, CSV text file, or a Tab-delimited text file. *(Refer to the*

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topic titled Data Export Functions 94 for full details).

Field Definitions

Type of Report	***radio-buttons***
Select whether the report is to be generated in Summary or a Detail. The Summary report lists each customer's totals. The Detail report list the customers' totals along with each individual Open Item.	◉ Detail ○ Summary
With Spreadsheet Output	***check-box***
Select the check-box if Customer totals, or Open Item detail is to be also exported to an Excel spreadsheet or a tab-delimited text file. When checked, tabbed screens will be presented to enter Export Options and to display information about the fields to be output.	
Show Customer YTD/LYR Statistics	***check-box***
Select the check-box if the Year-to-Date, (YTD) and Last-Year, (LYR) totals for the Customer are to be printed for each customer. These include the Highest Balances that were achieved, # of Invoices, and the Average Number of Days taken to fully pay off items.	
List ONLY Customers with Account Balances that Exceed their Credit Limits	***check-box***
Select the check-box if ONLY those customers whose Account Balances exceed the Credit Limit that has been assigned for that customer.	
Include Open Items Past the Specified Aging Date	***check-box***
Select the check-box if any Open Items that are dated past the specified Aging Date are also to be listed in the report.	
Suppress any Customer "Open Credits"	***check-box***
Select the check-box if you DO NOT wish to have any Customer's Open-Credits-On-Account items listed.	
Suppress Aged Items	***radio-buttons***
Select whether to have recently entered items	

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suppressed, or not. The periods listed are derived from setting defined by the A/R Control Preferences. The date used to be tested is either the Item's Invoice Date, Ledger Date or Due Date depending on the Aging method selected.

- (•) No, list ALL Items
- ( ) Less than 30 days old
- ( ) Less than 60 days old
- ( ) Less than 90 days old

With User Code(s) — ***radio-buttons and X(6)***

A/R User Codes may be entered with Sales transactions. These are recorded with associated Open Item records. To include only those Open Items that have had been assigned a specific range of A/R User Codes. Click to include All or just those items with a selected range of codes.

(•) All	All Open items are selected regardless of their A/R User Codes.
( ) Selected	Specify a starting and ending User Code for with items will be included or not.

Aging Open Items - To Date — ***(mmddyy)***

This is the date used to determine the age of each Open Item. This date is compared to the Invoice Date, the Ledger Date, or the Due Date to compute the number of days used as the age of the item.

This date is also used as the Cutoff Date to determine if an Open Item is to be included in the report or not. If the Invoice Date, the Ledger Date, or the Due Date, (as determined in the following field), falls on or before this date, the Open Item is used in the report.

Aging Open Items - Using Date Type — ***radio-buttons***

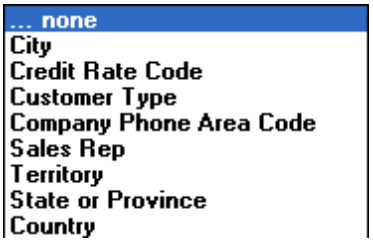
The cut-off Aging Date can be either the Open Item's Invoice Date, Ledger Date, or Due Date. Depending on the desired type of analysis, select the applicable date type.

The default setting for this field is derived from the Aging and Finance Charges screen found in the A/R Control Preferences application.

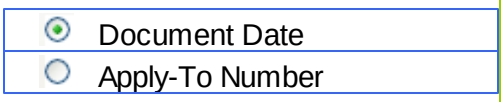
- (•) Invoice Date
- ( ) Due Date
- ( ) Ledger Date

Customers Group by — ***drop-list***

When the report is printed, the customers may be grouped and sorted with sub-totals printed.



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Customers Sorted by	***drop-list***
When the report is printed, the customers may be listed sorted by a variety of different fields.	
Open Items Sorted by	***radio-buttons***
When the Detail Report is generated, Open Items may be listed sorted either by their Document Date, or by their respective Apply-To Number. This implies listing items chronologically, or having them grouped so invoices and their payments are listed together.	
Generate Separate Reports for each Customer Group	***check-box***
If the option to have Customer Grouped was selected, then as an option, each Group code encountered could generate a separate report. Say for example, if the Group Sort by Sales Representative was selected, then a separate report would be generated for each Sales Rep that had Customers with Open Items. This makes it easy to distribute a separate report to each person.	
A/R Control - Segment by A/R Control Account	***check-box***
The Series 5 system provides for the option having more that one A/R Control Account. If this is the case, then you may select to have all Open Items associated to each A/R Control account grouped together. Additionally, you might also choose to list ONLY those Open Items that are associated to a particular A/R Control account.	

A/R Aging Report Spreadsheet Export Data Formats

If the Report is generated with the option to have Spreadsheet Output, the following fields are output to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The output file, by default, is named **AR_Aging.XLS**

For a Summary report, the following fields are output:

Column #	*Excel Column*	*Field*	*Format*

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1	A	Customer Code	X(6)
2	B	Company Name	X(40)
3	C	Customer Type Code	X(5)
4	D	Sales Rep Code	X(3)
5	E	Terms Code	X(4)
6	F	$ Credit Limit	$ 99,999,999
7	G	Last Payment Amount	-9,999,999.99
8	H	Last Payment Received Date	MM/DD/YY
9	I	Customer Balance	-9,999,999.99
10	J	Aging Period 0 Balance	-9,999,999.99
11	K	Aging Period 1 Balance	-9,999,999.99
12	L	Aging Period 2 Balance	-9,999,999.99
13	M	Aging Period 3 Balance	-9,999,999.99
14	N	Aging Period 4 Balance	-9,999,999.99

For a Detailed report, the following fields are output:

Column #	***Excel Column***	***Field***	***Format***
1	A	Customer Code	X(6)
2	B	Document #	9(8)
3	C	Document Date	MM/DD/YY
4	D	Transaction Type	X(1)
5	E	Apply-To Number	9(8)
6	F	Due Date	MM/DD/YY
7	G	Amount-1	-9,999,999.99
8	H	Amount-2	-9,999,999.99
9	I	Reference Memo	X(30)
10	J	A/R User-Code	X(6)
11	K	Aging Period 0 Balance	-9,999,999.99
12	L	Aging Period 1 Balance	-9,999,999.99
13	M	Aging Period 2 Balance	-9,999,999.99
14	N	Aging Period 3 Balance	-9,999,999.99
15	O	Aging Period 4 Balance	-9,999,999.99

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6.5.2 Historic A/R Aging Report

The Series 5 system Historic A/R Aging report is basically a list of customers' Aged A/R Open Items, as of a specific date at some point in the past. It differs from the standard A/R Aging report report in that it uses information from the Historic, (Purged), Open Items file to derive it's aging. Based on payment dates, partial payment history and any unpaid Open Items, customer balances are reconstructed as of the aging date selected.

Some points to note when generating the A/R Aging report:

- The report may be generated as a Summary or a Detailed report. The Summary report lists each customer's totals. The Detail report list the customers' totals along with each individual Open Item.
- As an option, the Customer Summary data, or the Detail Open Item may also be exported either to an Excel spreadsheet or a tab-delimited text file.
- As an option, individual Open Items may be aged either by Invoice Date, Ledger Date, or Due Date. The default setting for this field is derived from the Aging and Finance Charges screen found in the A/R Control Preferences application. (Aging by Ledger Date may be useful when attempting to reconcile the A/R Control account balances in the General Ledger).
- Open Item Customers have items aged by the date of the invoice, debit memo or balance forward item to which they apply, or in the absence of theses documents, the earliest document with the same apply-to document number.
- Balance forward customers have Debits aged by their own date with all Credits reducing the oldest aged totals.
- The Aging Periods and their associated literals which are printed in the A/R Aging Report Headers are obtained from the settings defined in the Aging and Finance Charges screen found in the A/R Control Preferences application.

Different from regular A/R Aging Report

The Historic Aging Report differs slightly from the normal Aging Report as follows:

- Does not have the option to **Show Customer YTD/LYR Statistics**
- Does not have the option to **List only Customers with Acct Balance > Credit Limits**
- When Sort Option to Group Customers, it does not have the option to **Generate Separate Reports for each Group**
- The Historic Aging Report DOES NOT accumulate a total of items that are not yet due for

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payment.

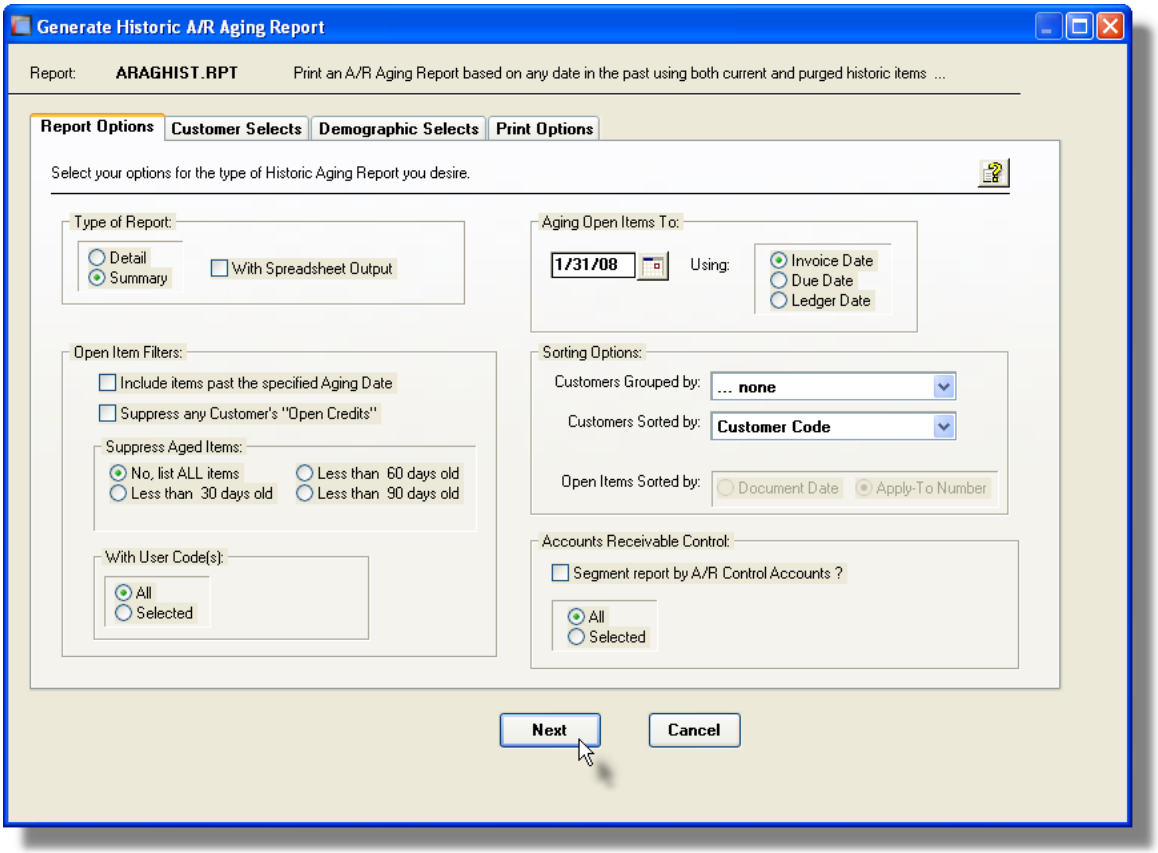
Accessing the A/R Aging Report

From the A/R Main menu, select **Historic Aging Report** from the **Reports** drop-down menu.



Historic A/R Aging Report - Options Screen

The following screen is presented when generating the Historic A/R Aging Report:



When generating the report, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify

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selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **ARAGIST.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

Export Options

If the option to have the Detail or Summary report information output to Spreadsheet is checked, then the Export Options and About Exporting tab will be presented.

Note that to have the report data exported to spreadsheet, you must also select to have the report output to the printer, archived, or the report browser.

For the Open Items export function, the default name assigned will be **AR_HistAging.XLS** . The Export Options tab screen will be displayed, from which you can select to direct the output to an MS Excel spreadsheet, CSV text file, or a Tab-delimited text file. *(Refer to the topic titled Data Export Functions 94 for full details).*

Field Definitions

Type of Report	***radio-buttons***
Select whether the report is to be generated in Summary or a Detail. The Summary report lists each customer's totals. The Detail report list the customers' totals along with each individual Open Item.	◉ Detail ○ Summary
With Spreadsheet Output	***check-box***
Select the check-box if Customer totals, or Open Item detail is to be also exported to an Excel spreadsheet or a tab-delimited text file. When checked, tabbed screens will be presented to enter Export Options and to display information about the fields to be output.	
Include Open Items Past the Specified Aging Date	***check-box***
Select the check-box if any Open Items that are dated past the specified Aging Date are also to be listed in the report.	

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Suppress any Customer "Open Credits" — *check-box*

Select the check-box if you DO NOT wish to have any Customer's Open-Credits-On-Account items listed.

Suppress Aged Items — *radio-buttons*

Select whether to have recently entered items suppressed, or not. The periods listed are derived from setting defined by the A/R Control Preferences. The date used to be tested is either the Item's Invoice Date, Ledger Date or Due Date depending on the Aging method selected.

- (•) No, list ALL Items
- ( ) Less than 30 days old
- ( ) Less than 60 days old
- ( ) Less than 90 days old

With User Code(s) — *radio-buttons and X(6)*

A/R User Codes may be entered with Sales transactions. These are recorded with associated Open Item records. To include only those Open Items that have had been assigned a specific range of A/R User Codes. Click to include All or just those items with a selected range of codes.

(•) All	All Open items are selected regardless of their A/R User Codes.
( ) Selected	Specify a starting and ending User Code for with items will be included or not.

Aging Open Items - To Date — *(mmddyy)*

This is the date used to determine that age of each Open Item. This date is compared to the Invoice Date, the Ledger Date, or the Due Date to compute the number of days used as the age of the item.

This date is also used as the Cutoff Date to determine if an Open Item is to be included in the report or not. If the Invoice Date, the Ledger Date, or the Due Date, (as determined in the following field), falls on or before this date, the Open Item is used in the report.

Aging Open Items - Using Date Type — *radio-buttons*

The cut-off Aging Date can be either the Open Item's Invoice Date, Ledger Date, or Due Date. Depending on the desired type of analysis, select the applicable date type.

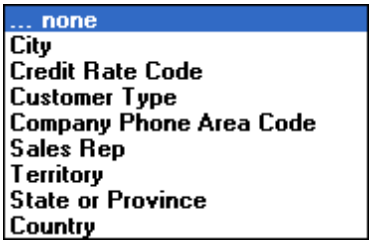
The default setting for this field is derived from the Aging and Finance Charges screen found in the A/R Control Preferences application.

- (•) Invoice Date
- ( ) Due Date
- ( ) Ledger Date

Customers Group by — *drop-list*

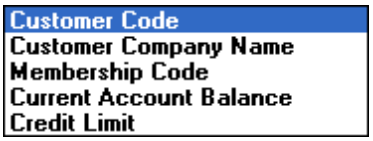
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When the report is printed, the customers may be grouped and sorted with sub-totals printed.



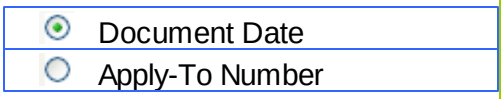
Customers Sorted by — ***drop-list***

When the report is printed, the customers may be listed sorted by a variety of different fields.



Open Items Sorted by — ***radio-buttons***

When the Detail Report is generated, Open Items may be listed sorted either by their Document Date, or by their respective Apply-To Number. This implies listing items chronologically, or having them grouped so invoices and their payments are listed together.



A/R Control - Segment by A/R Control Account — ***check-box***

The Series 5 system provides for the option having more that one A/R Control Account. If this is the case, then you may select to have all Open Items associated to each A/R Control account grouped together.

Additionally, you might also choose to list ONLY those Open Items that are associated to a particular A/R Control account.

Historic A/R Aging Report Spreadsheet Export Data Formats

If the Report is generated with the option to have Spreadsheet Output, the following fields are output to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The output file, by default, is named **AR_HistAging.XLS**

For a Summary report, the following fields are output:

Column #	*Excel Column*	*Field*	*Format*

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1	A	Customer Code	X(6)
2	B	Company Name	X(40)
3	C	Customer Type Code	X(5)
4	D	Sales Rep Code	X(3)
5	E	Terms Code	X(4)
6	F	$ Credit Limit	$ 99,999,999
7	G	Last Payment Amount	-9,999,999.99
8	H	Last Payment Received Date	MM/DD/YY
9	I	Customer Balance	-9,999,999.99
10	J	Aging Period 1 Balance	-9,999,999.99
11	K	Aging Period 2 Balance	-9,999,999.99
12	L	Aging Period 3 Balance	-9,999,999.99
13	M	Aging Period 4 Balance	-9,999,999.99

For a Detailed report, the following fields are output:

Column #	***Excel Column***	***Field***	***Format***
1	A	Customer Code	X(6)
2	B	Document #	9(8)
3	C	Document Date	MM/DD/YY
4	D	Transaction Type	X(1)
5	E	Apply-To Number	9(8)
6	F	Due Date	MM/DD/YY
7	G	Amount-1	-9,999,999.99
8	H	Amount-2	-9,999,999.99
9	I	Reference Memo	X(30)
10	J	A/R User-Code	X(6)
11	K	Aging Period 1 Balance	-9,999,999.99
12	L	Aging Period 2 Balance	-9,999,999.99
13	M	Aging Period 3 Balance	-9,999,999.99
14	N	Aging Period 4 Balance	-9,999,999.99

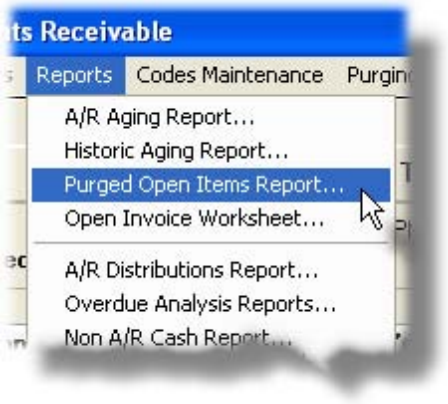
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6.5.3 Purged Open Items Report

Purged Open Item record are just Customer Open Items records that were moved to history when the Purge Accounts Receivable operation was executed. These records will remain in the system until until they are purged.

This function produces a report listing these Purged Open Items grouped by Customer Code. A summary of each type of Open Item is listed. They are printed sorted by their document Apply-To numbers, (hence grouping each Invoice with their respective payments or Credits). Sub-totals are printed for each Customer.

Accessing the function to generate the Purged Open Items report, can be done either directly from the Purged Open Items Inquiry 195 function, or from the A/R Menu's **Reports** drop-down menu. ***(Refer to the topic within the Purged Open items Inquiry chapter for further details).***



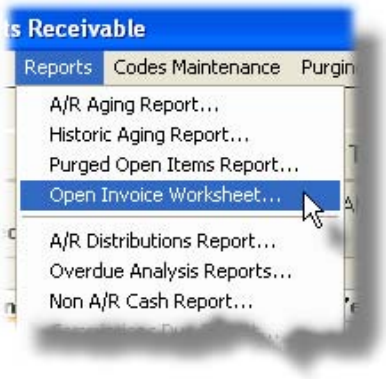
6.5.4 Open Invoice Worksheet

The Series 5 system A/R Open Invoice Worksheet is a report that lists, for each Customer, all Open Items on file that have a non-zero balance. For each item, the Original Amount, the Balance Due, and any Discount Amounts are listed. It is meant to be printed and used as a worksheet, to be marked up to match any Cash Receipts to the items that would be marked as paid. This might then be given to a data entry clerk, along with any cheque stubbs, to be used when entering cash in the A/R's Cash Receipts Entry operation.

Accessing the Open Invoice Worksheet Report

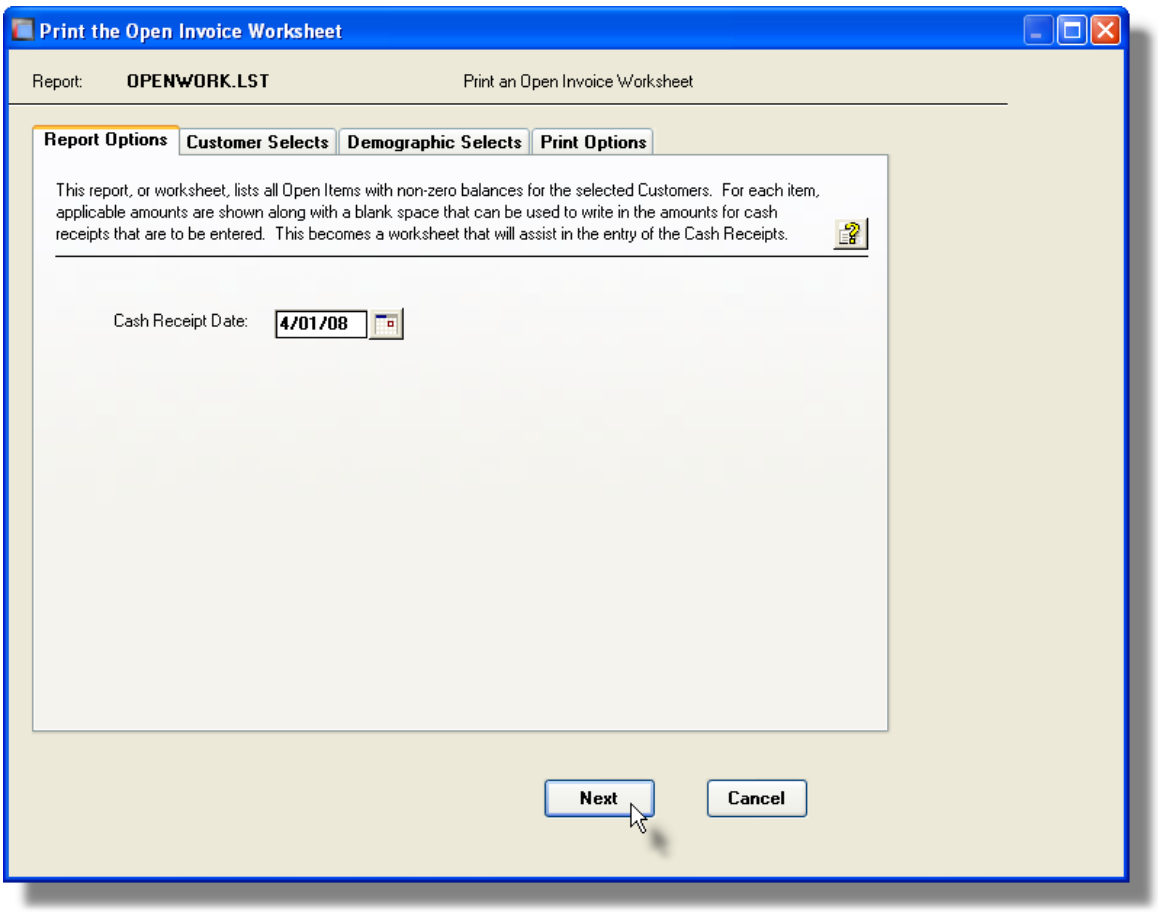
From the A/R Main menu, select **Open Invoice Worksheet** from the **Reports** drop-down menu.

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A/R Open Invoice Worksheet - Options Screen

The following screen is presented when generating the Worksheet:



When generating the report, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

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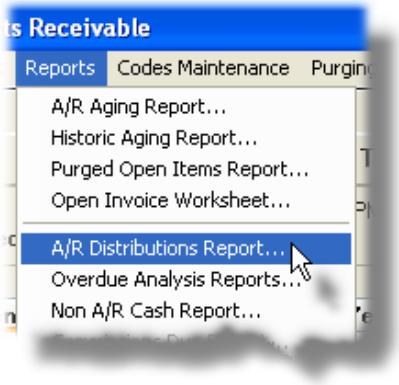
The report generated, if archived, will be catalogued with a report name of **OPENWORK.LST**. The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

Field Definitions

Cash Receipt Date	*(mmddyy)*
This is the date that would be used as the Cash Receipts Date when items are entered into the system. It is used to calculate any valid discounts that might apply. This fields defaults to today's date.	

6.5.5 A/R Distribution Report

The A/R Distribution Report function can be invoked directly from either the A/R Distribution Inquiry function 165 grid screen, or from the Reports drop-down menu from the A/R menu.





The A/R Distribution report lists all the distributions that have been generated from the Series 5 Accounts Receivable, Customer Order Processing, Professional Invoicing, Inventory Management and Miscellaneous Invoicing systems, that have not yet been interfaced to the General Ledger system. Distributions for a given G/L Account are listed together, but accounts may be sorted and/or grouped using a variety of different criteria. As well, assorted filters may be applied to limit the items that are listed in the report.

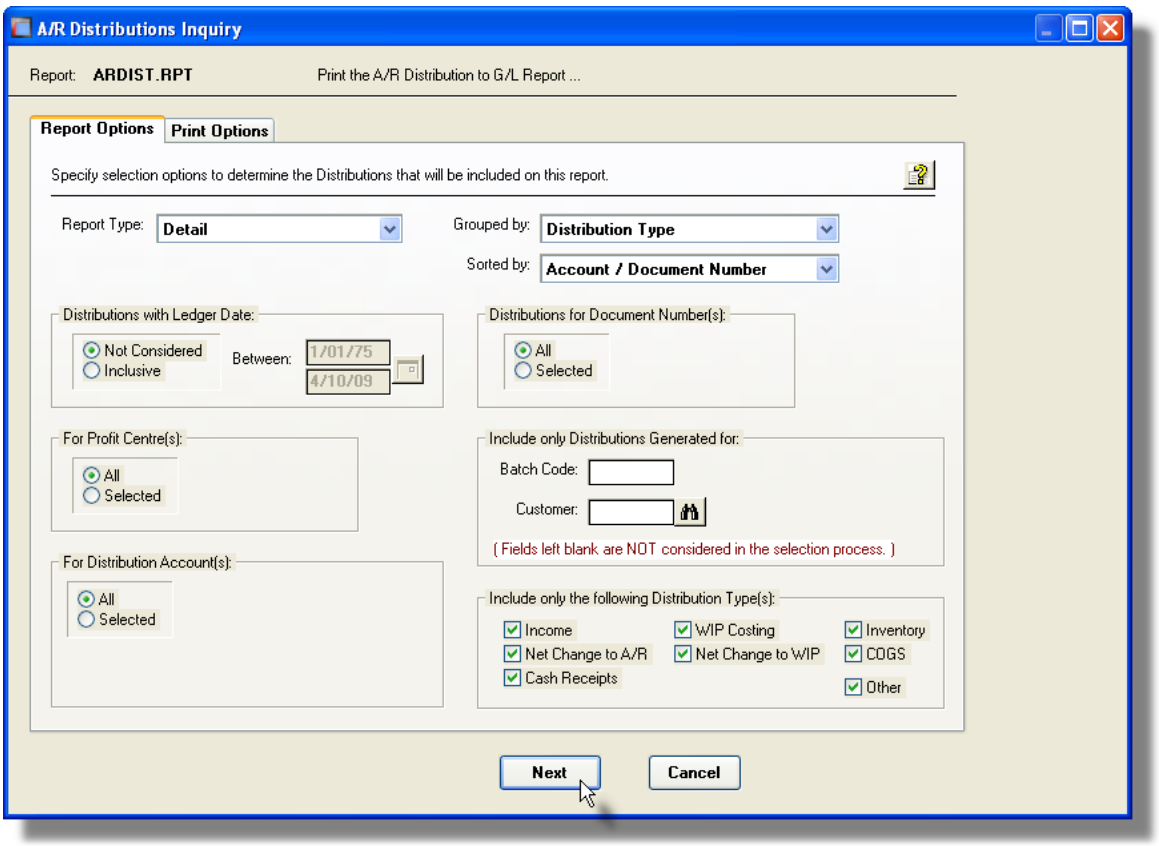
A Distribution report may be generated at any time. It should always be produced prior to interfacing the A/R distributions into the G/L system.

When Interfacing to G/L

When distributions are interfaced to the G/L system, they are normally purged from the A/R system. **(They always should be purged when interfaced to G/L)**. Once items are interfaced, they no longer

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will be available for listing on the A/R Distribution report.



The report generated, if archived, will be catalogued with a report name of **ARDIST.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

Distribution Report Options Screen - Field Definition

Report Type	***drop-list***
Select whether the report is to be generated in Detail or Summary. • For "Detail", each distribution for each G/L Account is listed • For "Date Summary", debit and credit totals are reported for each G/L Account for each date	Detail Summary by Date Summary by Account

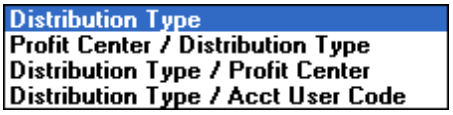
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- For Account Summary", debit and credit totals are reported for each G/L Account.

For each type of report, a summary is printed at the end listing the total Debits, total Credits, and the Net Change for each Type of Distribution on file.

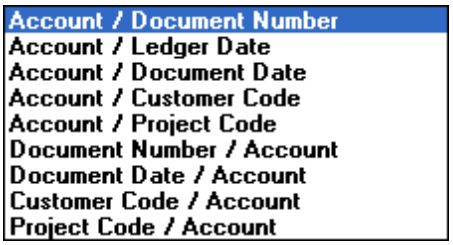
Distributions Grouped By — ***drop-list***

When the report is printed, the Accounts will be grouped based on their respective Types of Distributions. Sub-totals are printed for each grouping.



Distributions Sorted By — ***drop-list***

When the report is printed, the Distributions may be sorted with sub-totals printed, in a variety of different ways.



Distributions with Ledger Date — ***radio-buttons and (mmddyy)***

Select to have All distributions listed regardless of their Ledger Date; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.

For Profit Center(s) — ***radio-buttons and 9(5)***

Select to have All distributions listed regardless of their Profit Centers; or only those for a given range of Profit Centers. If an inclusive range is selected, enter the starting/ending Profit Centers.

For Distribution G/L Accounts — ***starting/ending 9(18) - 9(5)***

If you wish to only list distributions for a range of accounts, (or a single account), click the Selected radio-button. You may then enter Starting and Ending G/L Account numbers. To revert back to All accounts, click the ALL icon.

Distributions for Documents Number(s) — ***radio-buttons and 9(8)***

Select to have All distributions listed regardless of the document number they were generated for; or for only those that fall within a range of document numbers. If a range is selected, enter the starting/ending document numbers..

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Include only Distributions — for Batch Code	***X(6)***
To have only those distributions listed that were recorded for transactions entered under a particular A/R Batch code. *(Leave the field blank if it is not to be considered as a selection filter)* .	
Include only Distributions — for Customer	***X(6)***
To have only those distributions listed that were recorded for transactions entered for a particular Customer. *(Leave the field blank if it is not to be considered as a selection filter)* .	
Include only Distributions — for Type(s)	***check-boxes***
A check-box is presented for each of the types of Distributions that may be generated in the A/R system. Click-or un-click to have the particular type listed or not, in the report.	

6.5.6 Overdue Analysis Reports

The Series 5 system A/R Overdue Analysis report is generated by examining Customer A/R Open Items on file. The analysis can be processed based on All Open Items, just Finance Charges, or just Short Pays. The output may consist of a report of delinquent Customers; a report of Customers that have overdue items that should be contacted; a Credit Notification report with the option of having a Merge file created; or a report listing suggested items that should be written off. These analysis reports are very useful in identifying those customers that tend to be delinquent, offering the ability to generate merge letters, or even automatically producing Credit Transactions that can remove annoying unpaid Open Items.

Some points to note when generating the Overdue Analysis report:

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- The reports produce a list of Customers based on overdue amounts that exceed a specified number of days. Depending on the type of report selected, customers with overdue amounts greater than pre-defined ages, will be included. The number of aging days, for a customer to fall into a particular category, are defined in the A/R Control Preferences 483.

- As an option, the Customer Summary totals may also be exported either to an Excel spreadsheet or a tab-delimited text file.

- Customers may be grouped and sorted using a variety of criteria.

- The Analysis provides the option to identify those invoices that might be considered as a ***Short-Pay***. This is an invoice that the customer has made a payment against, but just short of the full amount within a given percentage. This percentage threshold is defined by a field in the A/R Control Preferences 483.

Short-Pay Analysis

The Overdue Analysis report may be used to identify those customers that abuse their credit rating by underpaying their invoices by small amounts. When Short-Pays are reported when the option to issue Credit Notes is selected, the overdue amounts are totalled in the Customer's properties **Short Pay YTD** field.

- For each customer listed, Sales and Short Pay totals YTD and Last-Year are printed along with their Balance Due, Last Payment amount and date, and the Average number of days they take to pay off their invoices. This information is meant to assist in making a decision as to how to deal with the customer's outstanding balances.

- For each customer listed, the most recent Credit Incidents that are on file for each customer are also printed.

- The analysis may be generated producing just a Customer List, a Customer Summary showing just totals, or a Detail List that includes all Open Items with their respective ages

The following table may help to decide the type of analysis to proceed with:

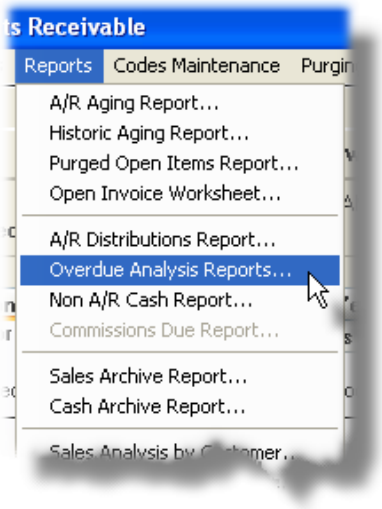
Analysis	***Features or Characteristics***
Customer Delinquency Analysis	• lists all customers with Balances owing regardless of the ages • would be useful to advise of those customers with overdue items, and/or short pays • provides a summary of the total Sales, and total Payments received in each of the past 6 calendar months

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Credit Warnings List	• would typically include items that are 30 days overdue • can be used as a list of customers to be contacted, perhaps verbally, to inquire upon their plans for payment • lists each overdue item with their ages
Credit Notifications	• would typically include items that are 60 days overdue • as an option, a MS Excel or tab-delimited merge file may also be generated that might be used in generating and printing a letter of some sort
Credits Writeoff	• would typically included items that are 120 days overdue • these are items that probably should just be written-off because they are unlikely ever to be paid. • as an option, the system will automatically generate Credit Transactions, for each overdue unpaid Open Item, and record them in a designated Sales Batch

Accessing the Overdue Analysis Report

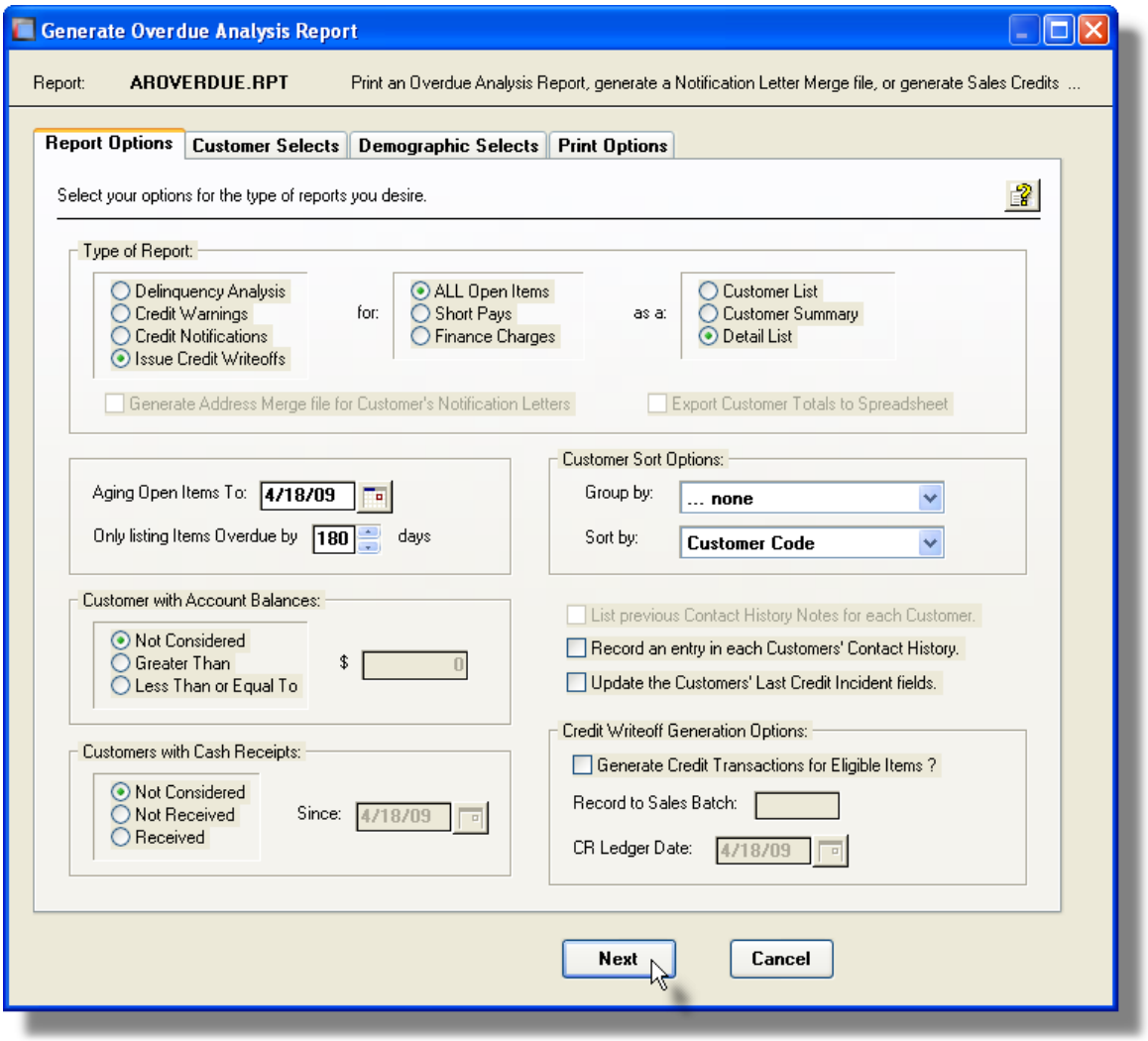
From the A/R Main menu, select **Overdue Analysis Report** from the **Reports** drop-down menu.



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Overdue Analysis Report - Options Screen

The following screen is presented when generating the Overdue Analysis Report:



When generating the report, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **AROVERDUE.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

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Export Options

If the type of report to be generated is either the Delinquency Analysis or Credit Warnings reports, the option to export Customer Totals to a spreadsheet will be presented. If the applicable check-box is set, then the Export Options and About Exporting tab will be presented.

Note that to have the report data exported to spreadsheet, you must also select to have the report output to the printer, archived, or the report browser.

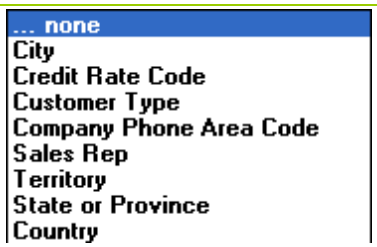
Field Definitions

Type of Report	***radio-buttons***
Four different types of reports or analysis may be performed. Overdue amounts are computed for each customer. A given customer will be included in the selected type of report, depending on whether they have overdue amounts that fall in the periods defined by the A/R Control preferences. If Credit Notifications is selected, a Mail Merge file may be generated. If to Issue Credit Writeoffs, the option to have Credit Notes generated will be presented.	◉ Delinquency Analysis ○ Credit Warnings ○ Credit Notifications ○ Issue Credit Writeoffs
Analysis For	***radio-buttons***
The analysis is done by examining the Customers' Open Items. Select whether All Open Items should be considered, or just Finance Charges, or just Short Pays. You could selecting just Finance Charges or Short Pays when the type of report is to Issue Credit Writeoffs to easily have Credit Transactions generated so you can get rid of outstanding Open Items that you know are never going to be paid off.	◉ ALL Open Items ○ Short Pays ○ Finance Charges
Output As	
Select the level of information to be output for each customer. The Detail Listing, will list all Open Items for each customer.	◉ Customer List ○ Customer Summary ○ Detail List

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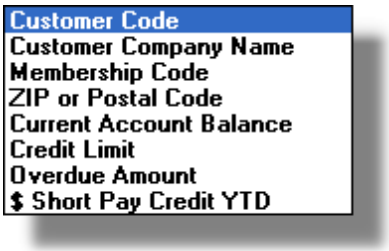
Generate Address Merge File for Notifications	***check-box***
Presented when the type of report is to issue Credit Notifications. Set the check-box if an Address Merge File is to be generated. This may be merged with a word processor to generated letters for your customers.	
Export Customer Totals to Spreadsheet	***check-box***
Presented when the type of report is for a Delinquency Analysis, or Credit Warnings. Set the check-box to have the Customer Totals output to a spreadsheet.	
Aging Open Items - To Date	***(mmddyy)***
This is the date used to determine the age of each Open Item. This date is compared to the invoice's Due Date to compute the number of days used as the age of the item.	
Aging Open Items - To Date	***99***
For the analyses, you may select to list only those Open Items that are Overdue more than a minimum threshold. (Otherwise the detailed report may be quite large).	
Customers with Account Balances	***radio-buttons***
To select only those customers whose Account Balance amount falls within a particular range, click the desired compare function and enter the amount to be compared with.	(•) Not Considered ( ) Greater Than ( ) Less Than or Equal
Customers with Cash Receipts Last Received	***radio-buttons***
To select only those customers that you have, or have not, received a payment from relative to a particular date, click the appropriate button, and enter the date to be tested against.	(•) Not Considered ( ) Not Received ( ) Received
Customers Group by	***drop-list***
When the report is printed, the customers may be grouped and sorted with sub-totals printed.	

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Customers Sorted by | ***drop-list***

When the report is printed, the customers may be listed sorted by a variety of different fields.



List Previous Contact History Notes | ***check-box***

For each Customer in the A/R system, Contact History 407 records may be kept. *(These are maintained from the Customer Codes Maintenance function).* Set this check-box if you wish to have the information for the 10 most recent Follow-Up Contact records listed on the report.

Record an entry in Customer's Contact History | ***check-box***

Set this check-box to have a record written to the Customers' Contact History. The comment will include the type of Overdue Incident, and the Overdue Amount.

Update the Customers' Last Credit Incident fields | ***check-box***

For each Customer in the A/R system, the last time that a Credit Incident 407 was identified from the Overdue Analysis is maintained. *(These are maintained from the Customer Codes Maintenance function).* Set this check-box if you wish to have these fields updated for customers that are identified with this analysis. Both the date and the amounts are recorded. Separate fields are provided for Warnings, Credit Notifications and Issue of Credits.

Credit Writeoffs - Generated Credit Notes ? | ***check-box***

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The Series 5 system provides for the option having Credit Notes automatically generated for Open Items that you suspect will never get paid off. Set this check-box to have Credits generated for those Open Items that are identified by the analysis.

You must specify the A/R Sales Batch to which the transactions will be recorded, along with the desired Ledger Date.

The Credit Transactions are generated in the Sales batch with the Revenue Distributions using the Bad Debits Write-Off account defined in the A/R Control Preferences.

Credit Writeoffs - Record to Sales Batch	***X(6)***

If the option to have Credits generated is selected, enter the A/R Sales Batch which will be created to hold the Credit transactions. After the transactions are created, select Sales and Credit Entry from the A/R menu's Operations drop-down menu. Select the batch that is entered here. At that point an edit list may be obtained, or items can be edited or deleted as required. Once the Sales Batch is posted, then the reversing Open Items will be available, and the Purge A/R function executed to have all the old Open Items removed from the system.

Credit Writeoffs - Credit Notes Ledger Date	***(mmddyy)***

If the option to have Credits generated is selected, enter the date to be used as the Ledger Date for the transactions.

Overdue Analysis - Credit Notification Merge File Format

If the Report is generated with the option to have an address Merge file generated, the following fields are output to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The output file, by default, is named **OverDue_Merge.XLS**

For a Summary report, the following fields are output:

Column #	*Excel Column*	*Field*	*Format*
1	A	Title (salutation)	X(4)
2	B	First Name	X(10)
3	C	Last Name	X(15)
4	D	Job Title	X(30)
5	E	Company Name	X(40)
6	F	Address Line 1	X(40)
7	G	Address Line 2	X(40)
8	H	Address Line 3	X(40)

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9	I	City	X(25)
10	J	State/Province	X(5)
11	K	ZIP/Postal Code	X(10)
12	L	Country	X(20)
13	M	Customer Code	X(6)
14	N	Customer Account Balance	9,999,999.99-
15	N	Overdue Amount	9,999,999.99-

Mail Merge Sample

If using MS Word, a sample Mail Merge file is provided, along with a letter. See the files OVERDUE_MERGE_LETTER.DOC and OVERDUE_DATA found in the folder s5\util.

You will need to open your merge document and follow the following steps:

- use the mouse to click under ***Tools / Mail Merge / Edit the Data Source / View Source*** to get the table
- click ***Insert / File ... /*** and select the OVRDUMRG.Txt file that you generated from the analysis
- select the text that was inserted, and click ***Table / Convert Text to Table***
- there should be 15 columns
- You may now proceed with the merge.

Overdue Analysis Report Spreadsheet Export Data Formats

If the Report is generated with the option to have Spreadsheet Output, the following fields are output to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The output file, by default, is named **OverDue_Customers.XLS**

For a Summary report, the following fields are output:

Column #	***Excel Column***	***Field***	***Format***
1	A	Customer Code	X(6)
2	B	Company Name	X(30)
3	C	Sales Rep Code	X(3)
4	D	$ Credit Limit	$ 99,999,999
5	E	Customer Balance	-99,999,999.99

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6	F	Overdue Amount	-99,999,999.99
7	G	Overdue Original Amount	-99,999,999.99
8	H	Overdue % of Customer Balance	999.9%
9	I	Overdue % of Original Amount	999.9%
10	J	Highest Balance Due Last-Year	-99,999,999.99
11	K	Highest Balance Due Year-to-Date	-99,999,999.99
12	L	Sales Last-Year	-99,999,999.99
13	M	Sales Year-to-Date	-99,999,999.99
14	N	Short Pay Amounts Last-Year	-99,999,999.99
15	O	Short Pay Amounts Year-to-Date	-99,999,999.99
16	P	Short Pay Item Count Last-Year	9(4)
17	Q	Short Pay Item Count Year-to-Date	9(4)
18	R	Average Days LYR for Payment	9(4)
19	S	Average Days YTD for Payment	9(4)
20	T	Last Payment Receipt Amount	-99,999,999.99
21	U	Last Payment Receipt Date	MM/DD/YY
22	V	Sales Last Month 6	-99,999,999.99
23	W	Sales Last Month 5	-99,999,999.99
24	X	Sales Last Month 4	-99,999,999.99
25	Y	Sales Last Month 3	-99,999,999.99
26	Z	Sales Last Month 2	-99,999,999.99
27	AA	Sales Last Month 1	-99,999,999.99
28	AB	Payments Last Month 6	-99,999,999.99
29	AC	Payments Last Month 5	-99,999,999.99
30	AD	Payments Last Month 4	-99,999,999.99
31	AE	Payments Last Month 3	-99,999,999.99
32	AF	Payments Last Month 2	-99,999,999.99
33	AG	Payments Last Month 1	-99,999,999.99

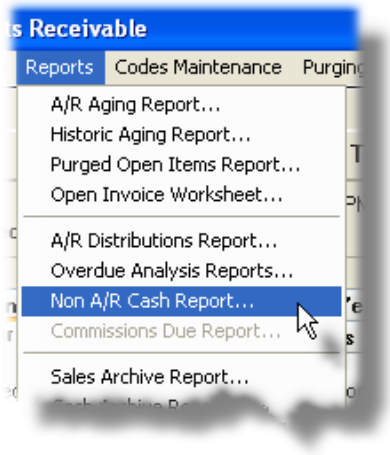
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6.5.7 Non-AR Cash Report

The Series 5 system Non-A/R Cash report lists all Non-A/R Cash transactions that have been entered, for the selected filters. Items are listed sorted by the assigned Check Number. non-zero balance. For each item, the Original Amount, the Balance Due, and any Discount Amounts are listed. It is meant to be printed and used as a worksheet, to be marked up to match any Cash Receipts to the items that would be marked as paid. This might then be given to a data entry clerk, along with any cheque stubbs, to be used when entering cash in the A/R's Cash Receipts Entry operation.

Accessing the Non-AR Cash Report

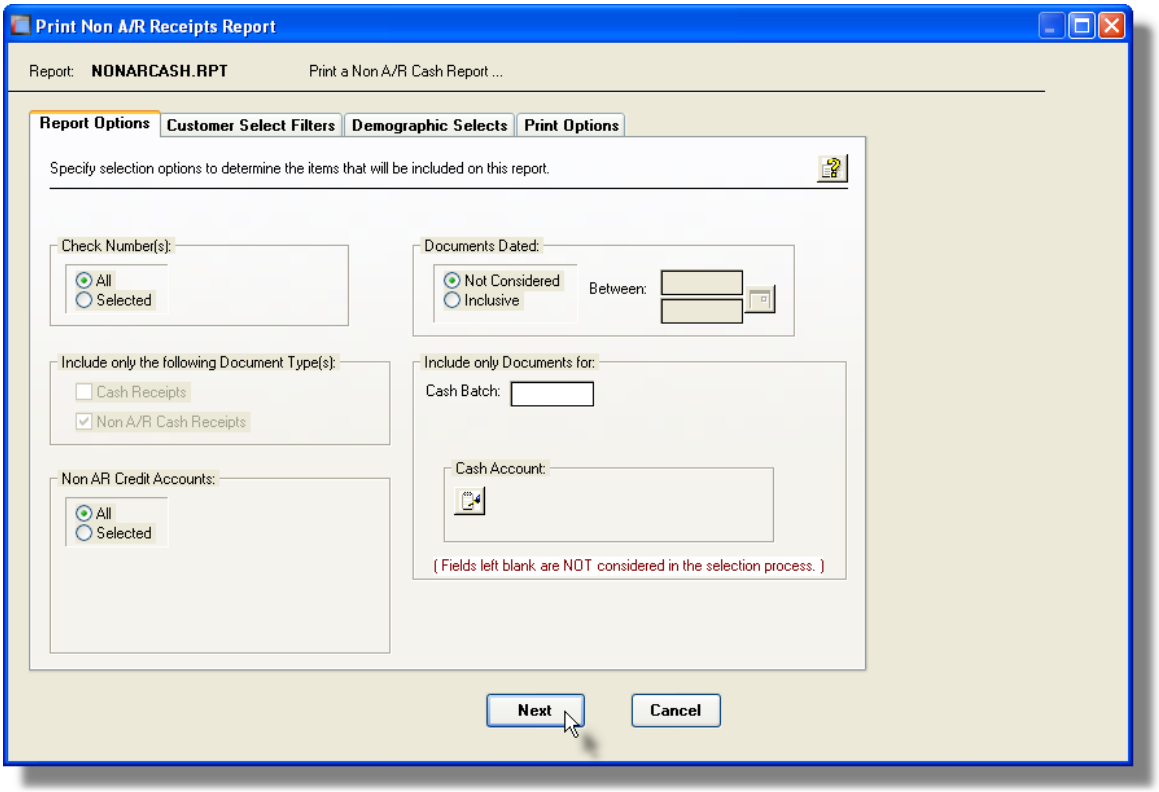
From the A/R Main menu, select **Non A/R Cash Report** from the **Reports** drop-down menu.



Non-AR Cash Report - Options Screen

The following screen is presented when generating the report:

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When generating the report, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **NONARCASH.RPT**.
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

Processing Filter Options Screen - Field Definition

Cash Receipt Check Number(s)	***radio-buttons and 9(8)***
To select All transactions regardless of their Check numbers; or for only those that fall within a range of document numbers. If a range is selected, enter the starting/ending Document numbers.	
Include only Documents — for Type(s)	***check-boxes***
A check-box is presented for each of the types of Archived Cash Receipts that may be generated in the A/R system. Click-or un-click to have the particular type processed by the given function.	

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For Non A/R Credit Account	***radio-buttons & 9(18)-9(5)***
If only those Cash Receipts that were recorded with Credits to a specific account are to be listed, click the selected radio-button, and enter that account.	
Documents Dated	***radio-buttons and (mmddyy)***
Select to have All transactions selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
Include only Documents — for Cash Batch	***X(6)***
To have only those transactions processed that were entered under a particular A/R Cash Entry Batch code. *(Leave the field blank if it is not to be considered as a selection filter)* .	
For A/R Cash Account	***radio-buttons & 9(18)-9(5)***
The Series 5 system provides for the option of having more that one A/R Cash Account. If this is the case, then you may choose to list ONLY those Cash Receipts that are associated to a particular A/R Cash account.	

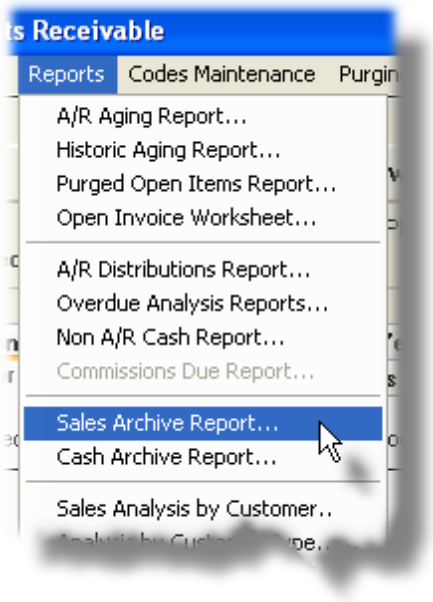
6.5.8 Sales Archive Journal

As Sales transactions are entered, the associated data records are kept in the Series 5 system in their respective archive history files. This data is available for a variety of inquiry and reporting functions.

This function may be used to generate a report listing the archived Sales transactions. This report is similar to the register that is produced when a Sales Batch of transactions is posted, but with items listed sorted by Document Number.

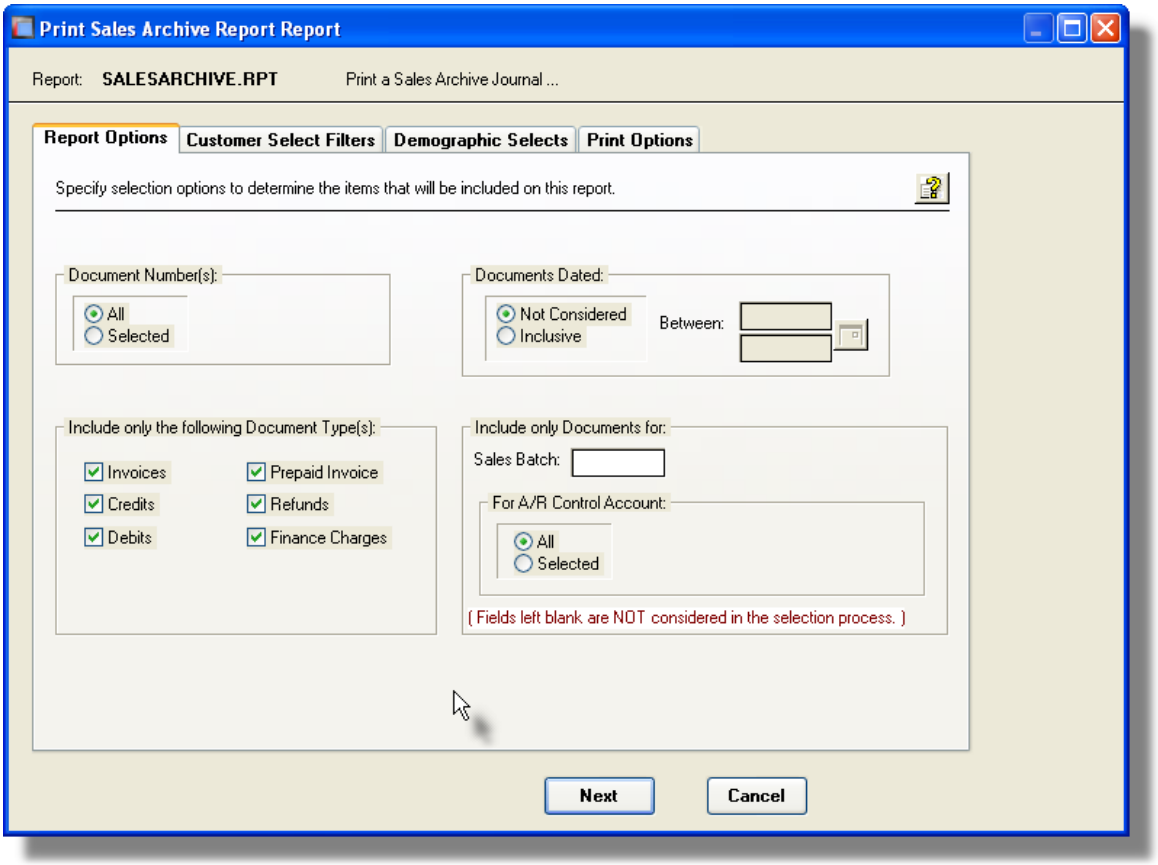
Accessing the function to generate the Sales Archive report, can be done either directly from the Historic Sales Archives Inquiry 176 function, or from the A/R Menu's **Reports** drop-down menu:

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Archived Sales Report - Options Screen

The following screen is displayed offering a variety of filters for the reporting function:



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When generating the report, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.
The report generated, if archived, will be catalogued with a report name of **SALESARCHIVE.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

Processing Filter Options Screen - Field Definition

Document Number(s)	***radio-buttons and 9(8)***
To select All transactions regardless of their Document numbers; or for only those that fall within a range of document numbers. If a range is selected, enter the starting/ending Document numbers.	
Include only Documents — for Type(s)	***check-boxes***
A check-box is presented for each of the types of Archived Sales Transactions that may be generated in the A/R system. Click-or un-click to have the particular type processed by the given function.	
Documents Dated	***radio-buttons and (mmddyy)***
Select to have All transactions selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
Include only Documents — for Sales Batch	***X(6)***
To have only those transactions processed that were entered under a particular A/R Sales Batch code. *(Leave the field blank if it is not to be considered as a selection filter)* .	
Include only Documents — for Customer Code	***X(6)***
To have only those transactions processed that were recorded for a particular Customer. *(Leave the field blank if it is not to be considered as a selection filter)* .	
For A/R Control Account	***radio-buttons & 9(18)-9(5)***

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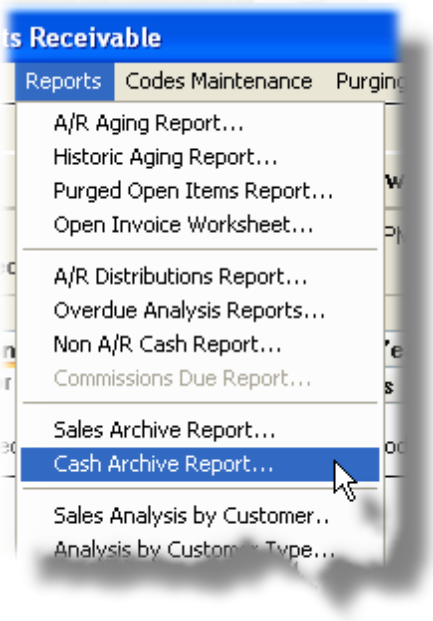
The Series 5 system provides for the option of having more that one A/R Control Account. If this is the case, then you may choose to list ONLY those Sales Transactions that are associated to a particular A/R Control account.

6.5.9 Cash Archive Journal

As Cash transactions are entered, the associated data records are kept in the Series 5 system in their respective archive history files. This data is available for a variety of inquiry and reporting functions.

This function may be used to generate a report listing the archived Cash transactions. This report is similar to the register that is produced when a Cash Batch of transactions is posted, but with items listed sorted by Document Number.

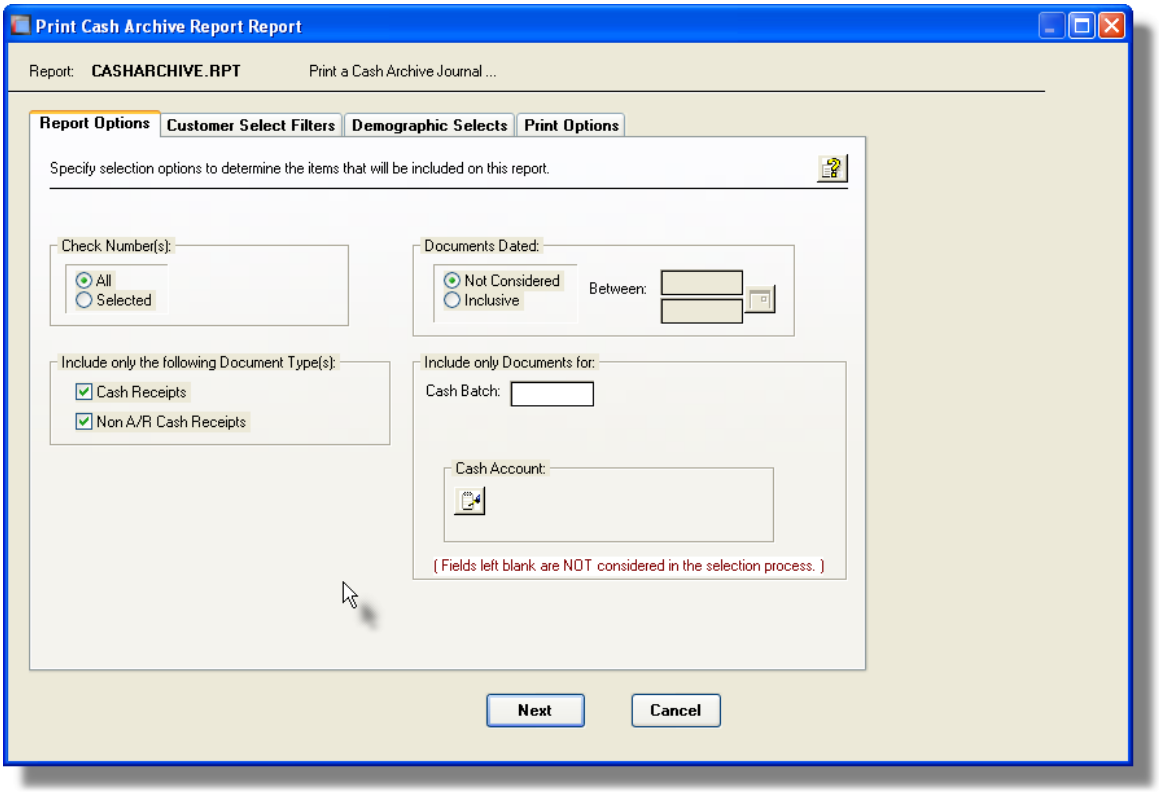
Accessing the function to generate the Cash Archive report, can be done either directly from the Historic Cash Archives Inquiry 176 function, or from the A/R Menu's **Reports** drop-down menu:



Archived Cash Report - Options Screen

The following screen is displayed offering a variety of filters for the reporting function:

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When generating the report, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Cash Representatives, and/or only those customers satisfying a variety of filter criteria.
The report generated, if archived, will be catalogued with a report name of **CASHARCHIVE.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

Processing Filter Options Screen - Field Definition

Cash Receipt Check Number(s)	***radio-buttons and 9(8)***
To select All transactions regardless of their Check numbers; or for only those that fall within a range of document numbers. If a range is selected, enter the starting/ending Document numbers.	
Include only Documents — for Type(s)	***check-boxes***
A check-box is presented for each of the types of Archived Cash Receipts that may be generated in the A/R system. Click-or un-click to have the particular type processed by	

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the given function.	
Documents Dated	***radio-buttons and (mmddyy)***
Select to have All transactions selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
Include only Documents — for Cash Batch	***X(6)***
To have only those transactions processed that were entered under a particular A/R Cash Entry Batch code. *(Leave the field blank if it is not to be considered as a selection filter)* .	
Include only Documents — for Customer Code	***X(6)***
To have only those transactions processed that were recorded for a particular Customer. *(Leave the field blank if it is not to be considered as a selection filter)* .	
For A/R Cash Account	***radio-buttons & 9(18)-9(5)***
The Series 5 system provides for the option of having more that one A/R Cash Account. If this is the case, then you may choose to list ONLY those Cash Receipts that are associated to a particular A/R Cash account.	

6.5.10 Sales Analysis by Customer

This Series 5 Analysis report basically produces a report of Sales, Costs and Profit, as computed based on the Period-to-Date, Year-to-Date, and Last-Year totals that are accumulated for each Customer. (Refer to the topic titled Customer Monthly Sales Statistics 402).

Clearing Customer PTD and YTD Operations

For this analysis report to be accurate, you must executed the Clear Customer Period-To-Date 294 operation at the end of each month, and the Clear Customer Year-to-Date 297 operation at the end of the designated reporting year.

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For each customer, the following totals are listed to the report:

- ✓ Cost of Sales Period-to-Date, Year-to-Date, and as an option, Last-Year
- ✓ Sales Period-to-Date, Year-to-Date, and as an option, Last-Year
- ✓ Profit, (Sales minus Costs), Period-to-Date, Year-to-Date, and as an option, Last-Year
- ✓ Costs, Sales and Profit broken down by month for Current-Year and Last-Year

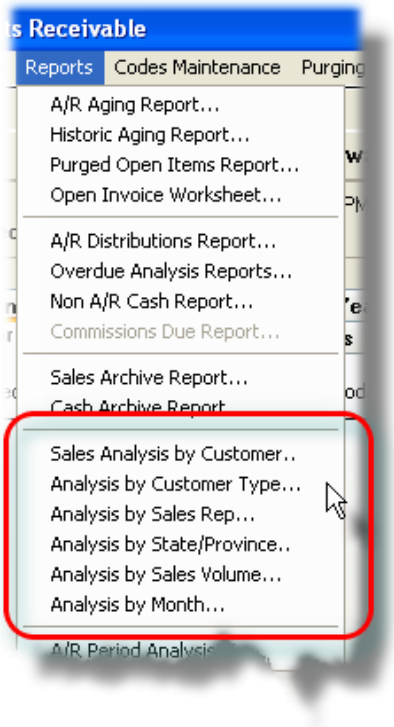
In each case, a percentage of the amount listed for the customer, relative to all customers are also printed.

A better Report is Available

This analysis depends on the Clear PTD and Clear YTD functions being executed in a timely manner. The A/R Period Analysis reporting/inquiry 377 function provides an analysis of sales by Fiscal Period, Fiscal Year, Calendar Month or Calendar Years by reading through the Sales Archive records. Totals are tallied for a variety of different criteria.

Accessing the Sales Analysis by Customer Report

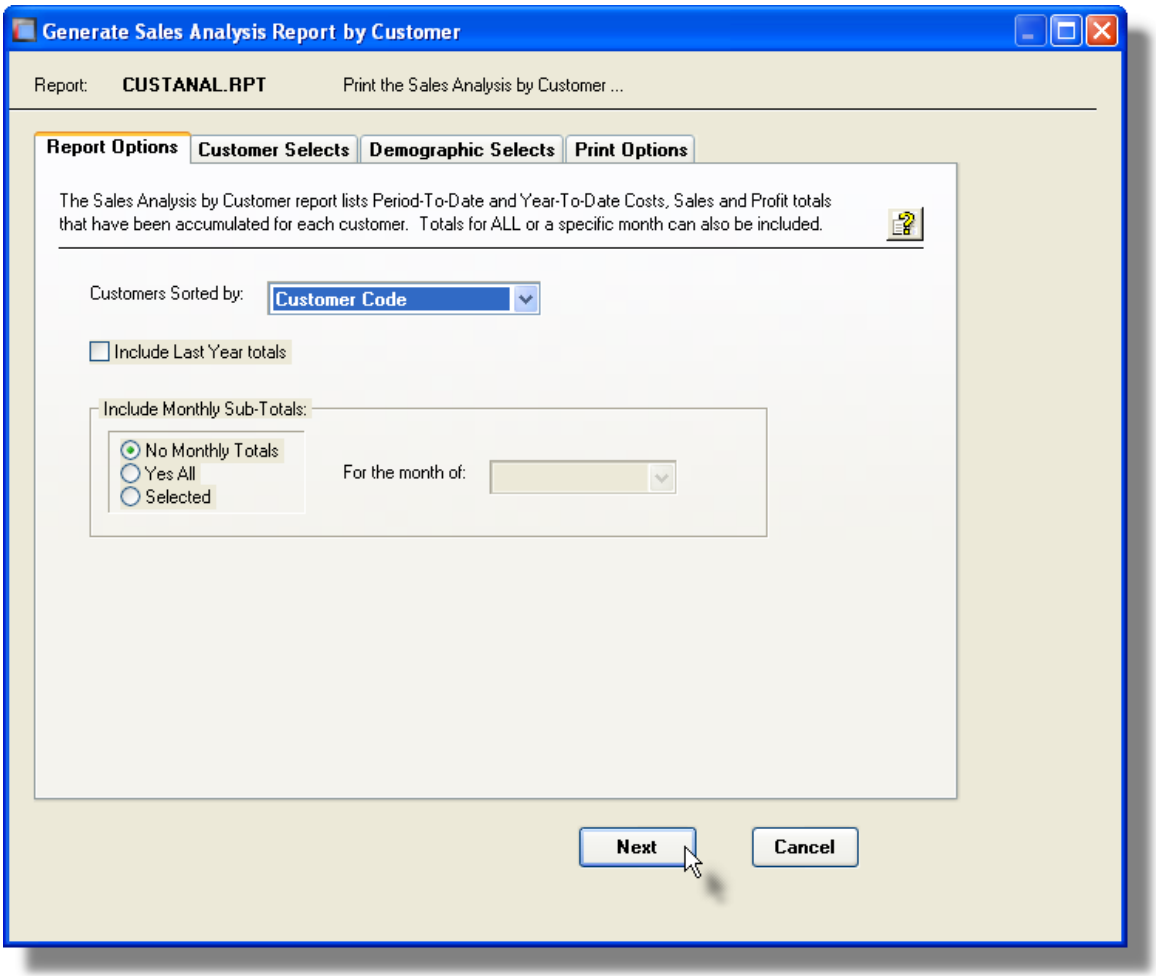
From the A/R Main menu, select **Sales Analysis by Customer...** from the **Reports** drop-down menu.



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Sales Analysis by Customer - Options Screen

The following screen is presented when generating the report:



When generating the report, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **CUSTANAL.RPT**. The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

Field Definitions

Customers Sort	***drop-list***

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When the report is printed, the customers may be listed sorted by a variety of different fields.



Include Last Year Totals	***check-box***

As an option, Last Year totals may also be listed. Set the check-box if these are desired also.

Include Monthly Sub-Totals	***radio-buttons***

As an option, the totals accumulated for each reporting month, will also be output. (These are the totals that are accumulated for each customer as shown on the Customer's Monthly Sales Statistics 406).

Totals for each month, or a specific month may be chosen. Including these figures may result in the generation of a fairly length report.

6.5.11 Sales Analysis by Customer Type

This Series 5 Analysis report basically produces a report broken down by Customer Types of Sales, Costs and Profit, as computed based on the Period-to-Date, Year-to-Date, and Last-Year totals that are accumulated for each Customer. (Refer to the topic titled Customer Monthly Sales Statistics 402).

Clearing Customer PTD and YTD Operations

For this analysis report to be accurate, you must executed the Clear Customer Period-To-Date 294 operation at the end of each month, and the Clear Customer Year-to-Date 297 operation at the end of the designated reporting year.

For each Customer Type, the following totals are listed to the report:

- ✓ Cost of Sales Period-to-Date and Year-to-Date
- ✓ Sales Period-to-Date and Year-to-Date
- ✓ Profit, (Sales minus Costs), Period-to-Date and Year-to-Date
- ✓ As an option, detail sub-totals by Customer for each Customer Type is reported

In each case, a percentage of the amount listed for the Customer Type, relative to all Customer Types is also printed.

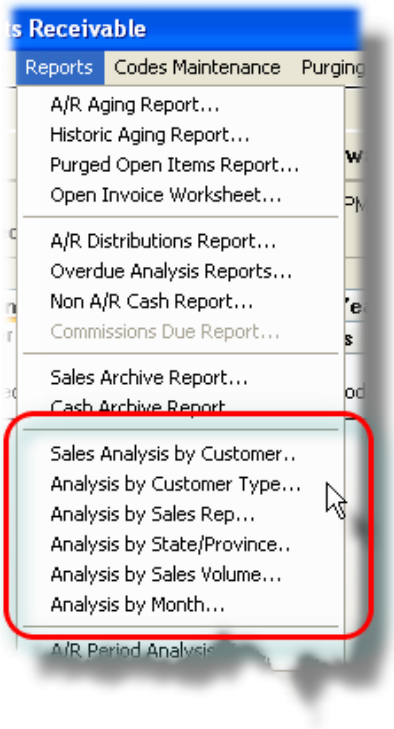
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A better Report is Available

This analysis depends on the Clear PTD and Clear YTD functions being executed in a timely manner. The A/R Period Analysis reporting/inquiry 377 function provides an analysis of sales by Fiscal Period, Fiscal Year, Calendar Month or Calendar Years by reading through the Sales Archive records. Totals are tallied for a variety of different criteria.

Accessing the Sales Analysis by Customer Type Report

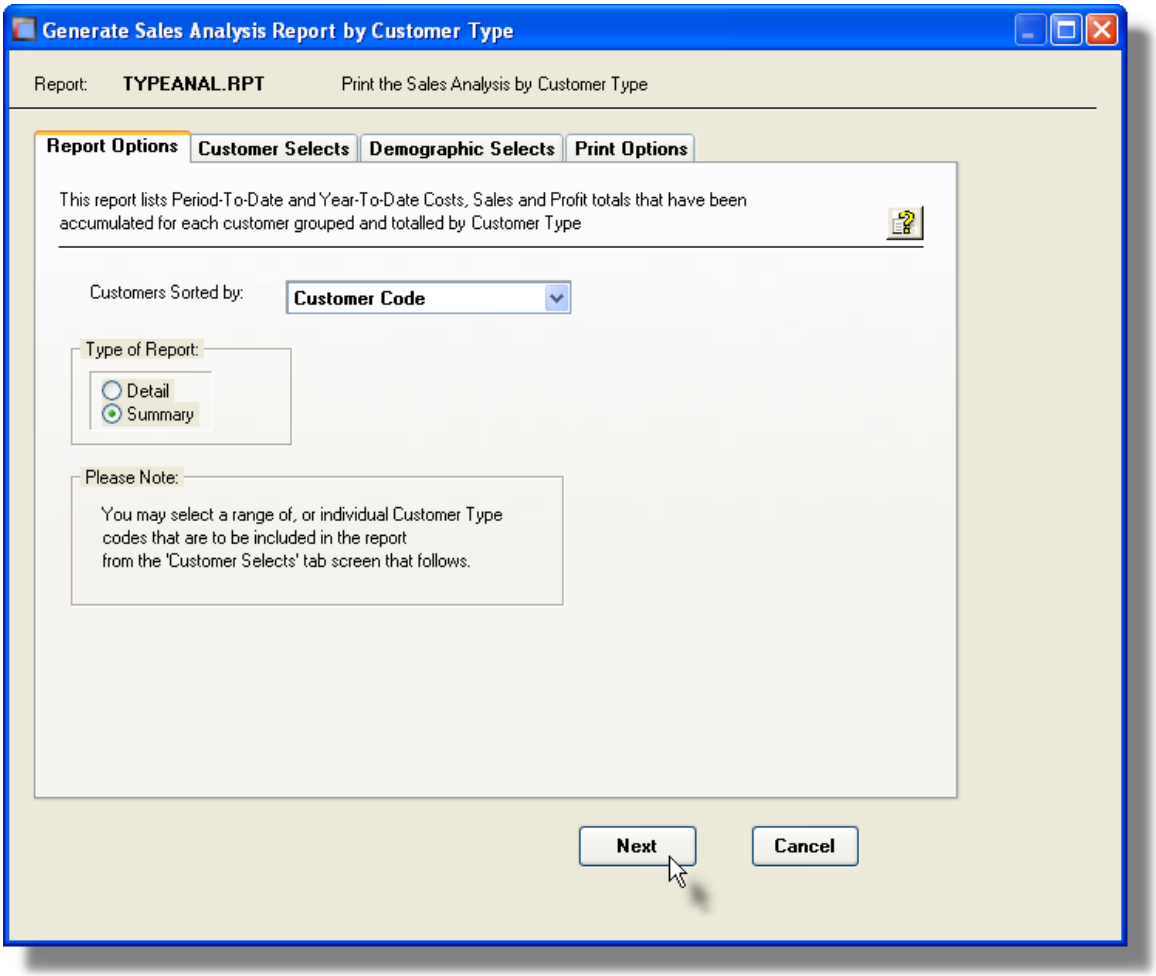
From the A/R Main menu, select **Analysis by Customer Type...** from the **Reports** drop-down menu.



Sales Analysis by Customer Type - Options Screen

The following screen is presented when generating the report:

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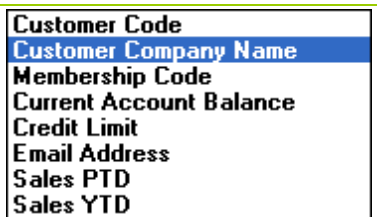
When generating the report, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **TYPEANAL.RPT**. The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

Field Definitions

Customers Sort	***drop-list***
When the report is printed, the customers may be listed sorted by a variety of different fields.	

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Type of Report	***radio-buttons***
Choose between a Summary and a Detail report. The Summary report lists only the totals for each Customer Type. The Detail report, lists sub-totals for each Customer belonging the the given Customer Type.	

6.5.12 Sales Analysis by Sales Representative

This Series 5 Analysis report basically produces a report broken down by Sales Representatives of Sales, Costs and Profit, as computed based on the Period-to-Date, Year-to-Date, and Last-Year totals that are accumulated for each Customer. (Refer to the topic titled Customer Monthly Sales Statistics 402).

Clearing Customer PTD and YTD Operations

For this analysis report to be accurate, you must executed the Clear Customer Period-To-Date 294 operation at the end of each month, and the Clear Customer Year-to-Date 297 operation at the end of the designated reporting year.

For each Sales Representative, the following totals are listed to the report:

- ✓ Cost of Sales Period-to-Date and Year-to-Date
- ✓ Sales Period-to-Date and Year-to-Date
- ✓ Profit, (Sales minus Costs), Period-to-Date and Year-to-Date
- ✓ As an option, detail sub-totals by Customer for each Salesman is reported

In each case, a percentage of the amount listed for the Sales Representative, relative to all Sales Reps is also printed.

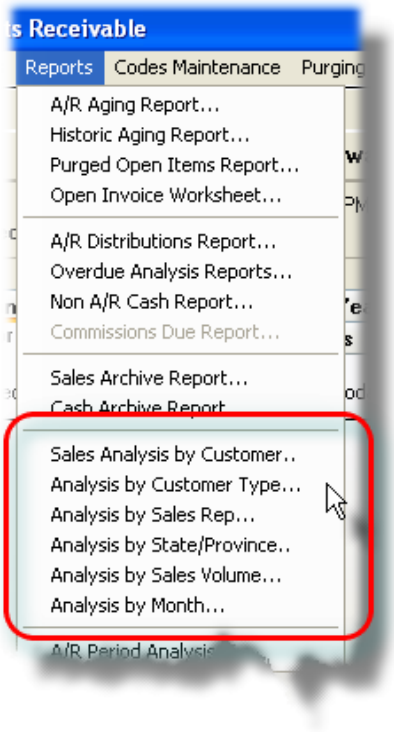
A better Report is Available

This analysis depends on the Clear PTD and Clear YTD functions being executed in a timely manner. The A/R Period Analysis reporting/inquiry 377 function provides an analysis of sales by Fiscal Period, Fiscal Year, Calendar Month or Calendar Years by reading through the Sales Archive records. Totals are tallied for a variety of different criteria.

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Accessing the Sales Analysis by Sales Representative Report

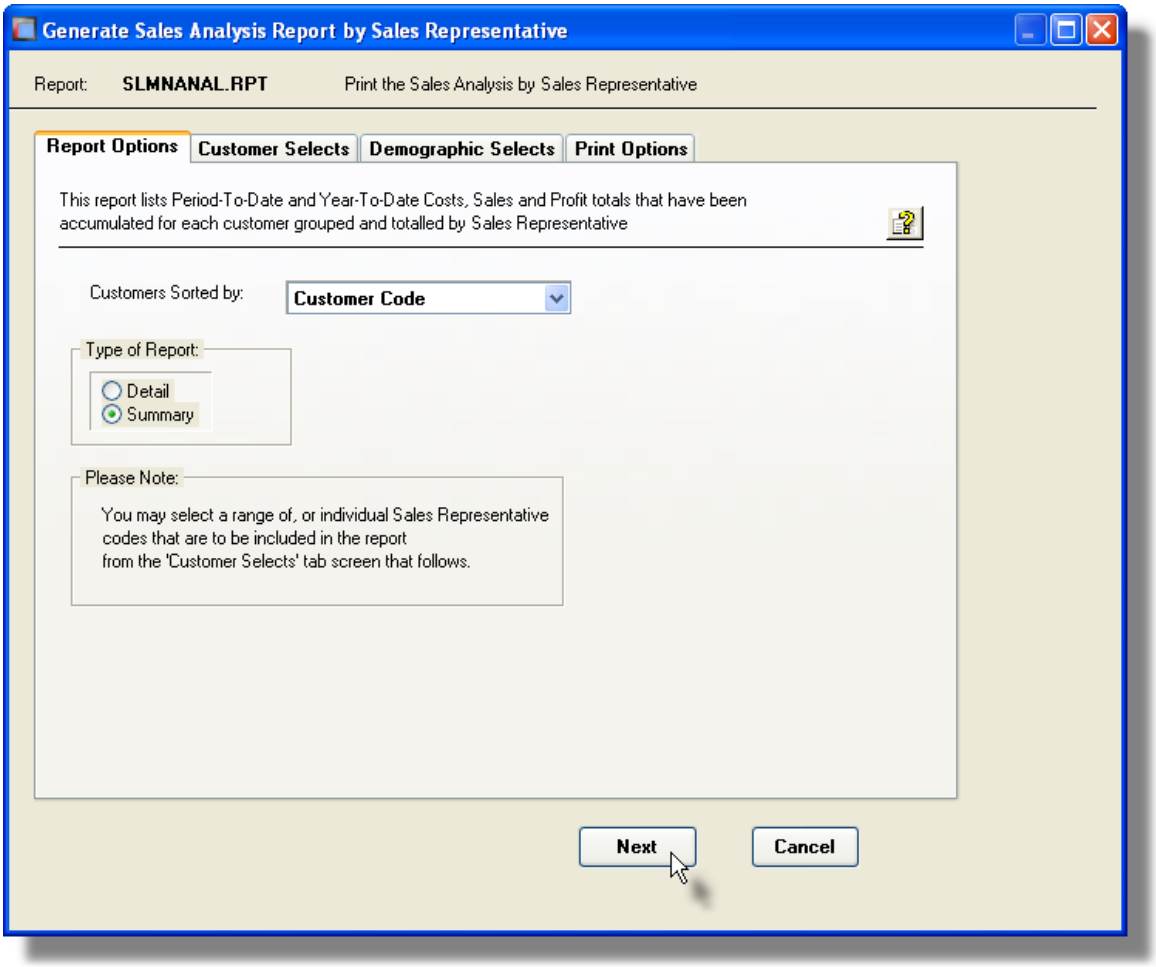
From the A/R Main menu, select **Analysis by Sales Rep...** from the **Reports** drop-down menu.



Sales Analysis by Salesman - Options Screen

The following screen is presented when generating the report:

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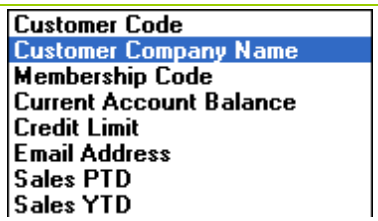
When generating the report, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **SLMNANAL.RPT**. The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

Field Definitions

Customers Sort	***drop-list***
When the report is printed, the customers may be listed sorted by a variety of different fields.	

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Type of Report	*radio-buttons*
Choose between a Summary and a Detail report. The Summary report lists only the totals for each Sales Representative. The Detail report, lists sub-totals for each Customer belonging the the given Sales Rep.	

6.5.13 Sales Analysis by State/Province

This Series 5 Analysis report basically produces a report broken down by State or Province of Sales, Costs and Profit, as computed based on the Period-to-Date, Year-to-Date, and Last-Year totals that are accumulated for each Customer. (Refer to the topic titled Customer Monthly Sales Statistics 402).

Clearing Customer PTD and YTD Operations

For this analysis report to be accurate, you must executed the Clear Customer Period-To-Date 294 operation at the end of each month, and the Clear Customer Year-to-Date 297 operation at the end of the designated reporting year.

For each State or Province, the following totals are listed to the report:

- ✓ Cost of Sales Period-to-Date and Year-to-Date
- ✓ Sales Period-to-Date and Year-to-Date
- ✓ Profit, (Sales minus Costs), Period-to-Date and Year-to-Date
- ✓ As an option, detail sub-totals by Customer for each Sate/Province is reported

In each case, a percentage of the amount listed for the State/Province, relative to all States/ Provinces is also printed.

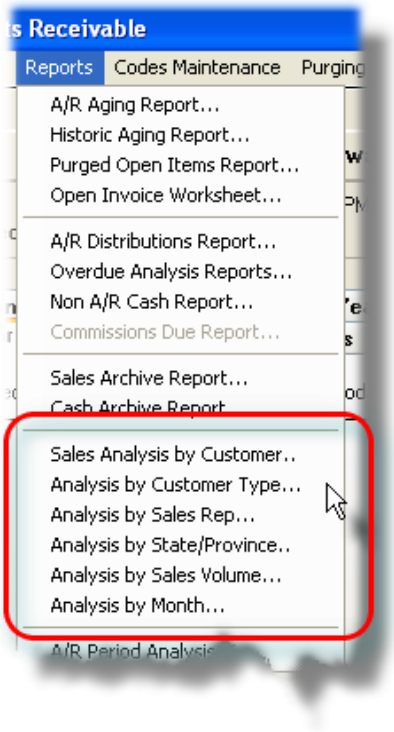
A better Report is Available

This analysis depends on the Clear PTD and Clear YTD functions being executed in a timely manner. The A/R Period Analysis reporting/inquiry 377 function provides an analysis of sales by Fiscal Period, Fiscal Year, Calendar Month or Calendar Years by reading through the Sales Archive records. Totals are tallied for a variety of different criteria.

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Accessing the Sales Analysis by State/Province Report

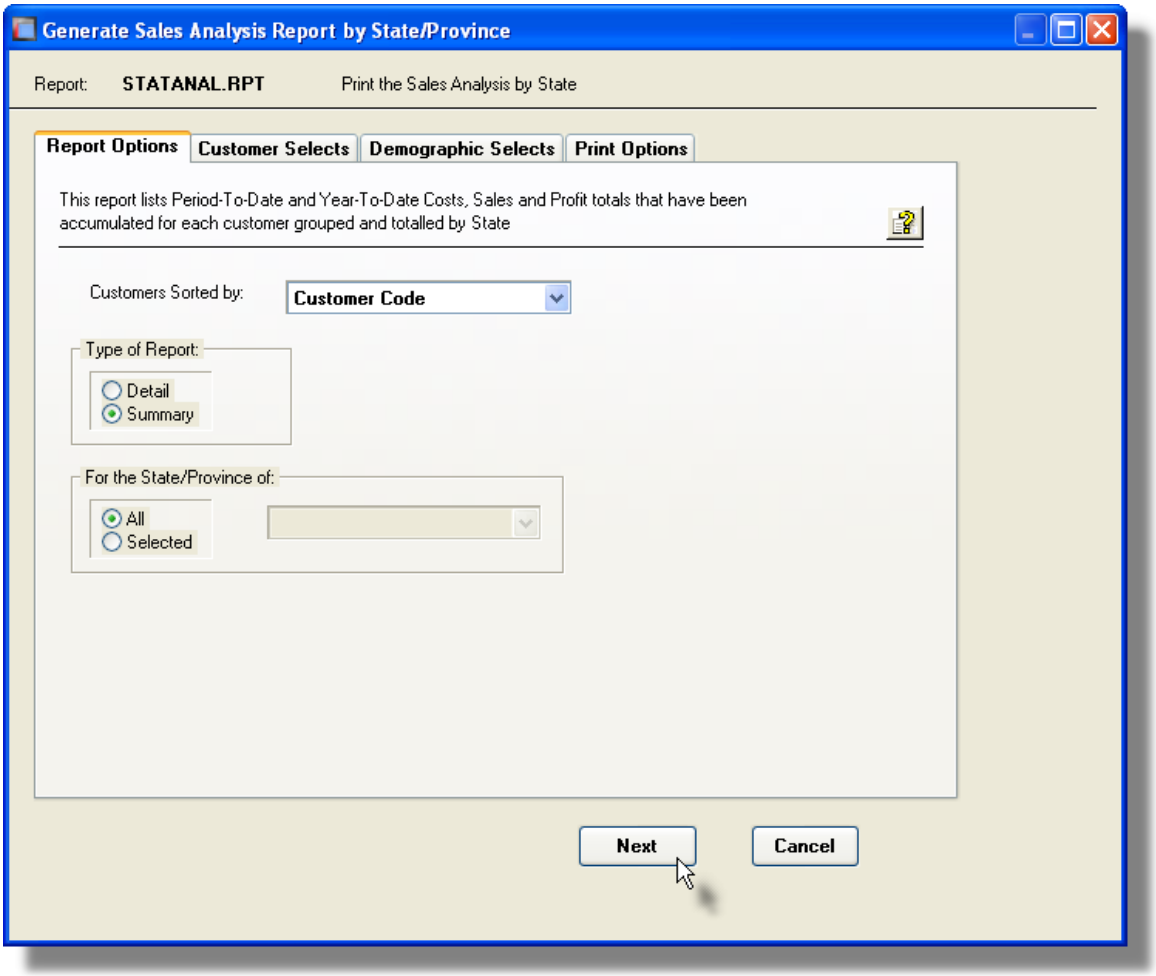
From the A/R Main menu, select **Analysis by State/Province...** from the **Reports** drop-down menu.



Sales Analysis by State/Province - Options Screen

The following screen is presented when generating the report:

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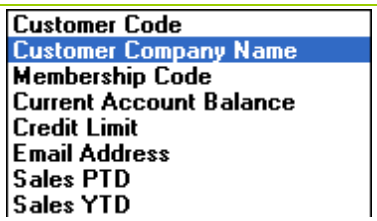
When generating the report, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **STATANAL.RPT**. The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

Field Definitions

Customers Sort	***drop-list***
When the report is printed, the customers may be listed sorted by a variety of different fields.	

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Type of Report	*radio-buttons*
Choose between a Summary and a Detail report. The Summary report lists only the totals for each State/Province. The Detail report, lists sub-totals for each Customer belonging the the given State/Province.	

6.5.14 Sales Analysis by Sales Volume

This Series 5 Analysis report basically produces a report of Sales, Costs and Profit, as computed based on the Period-to-Date, Year-to-Date, and Last-Year totals that are accumulated for each Customer. (Refer to the topic titled Customer Monthly Sales Statistics 402). Customers are listed sorted in descending order based on either total Sales, Costs or Profit for a given selected time frame. (Ie, Period-to-Date, Year-to-Date, Last-Year, or a given month). This report provides a means of producing a list of your best customers, or worst, depending on how you like to interpret the data.

Clearing Customer PTD and YTD Operations

For this analysis report to be accurate, you must executed the Clear Customer Period-To-Date 294 operation at the end of each month, and the Clear Customer Year-to-Date 297 operation at the end of the designated reporting year.

For each customer, the following totals are listed to the report:

- ✓ Cost of Sales Period-to-Date, Year-to-Date and Last-Year
- ✓ Sales Period-to-Date, Year-to-Date and Last-Year
- ✓ Profit, (Sales minus Costs), Period-to-Date, Year-to-Date and Last-Year

In each case, a percentage of the amount listed for the customer, relative to all customers are also printed.

A better Report is Available

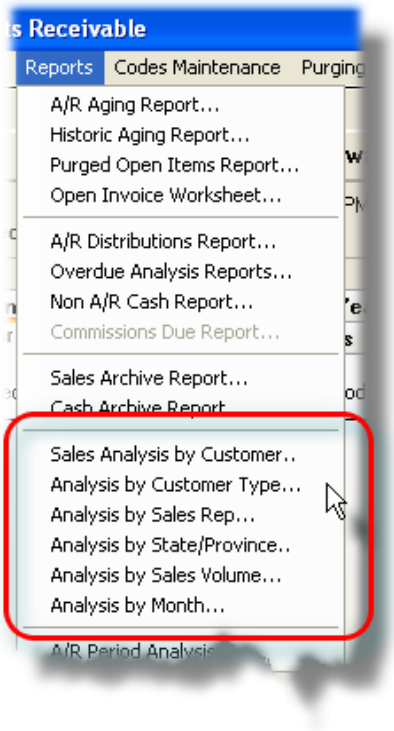
This analysis depends on the Clear PTD and Clear YTD functions being executed in a timely manner. The A/R Period Analysis reporting/inquiry 377 function provides an analysis of sales by Fiscal Period, Fiscal Year, Calendar Month or Calendar Years by reading through the Sales Archive

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records. Totals are tallied for a variety of different criteria.

Accessing the Analysis by Sale Volume Report

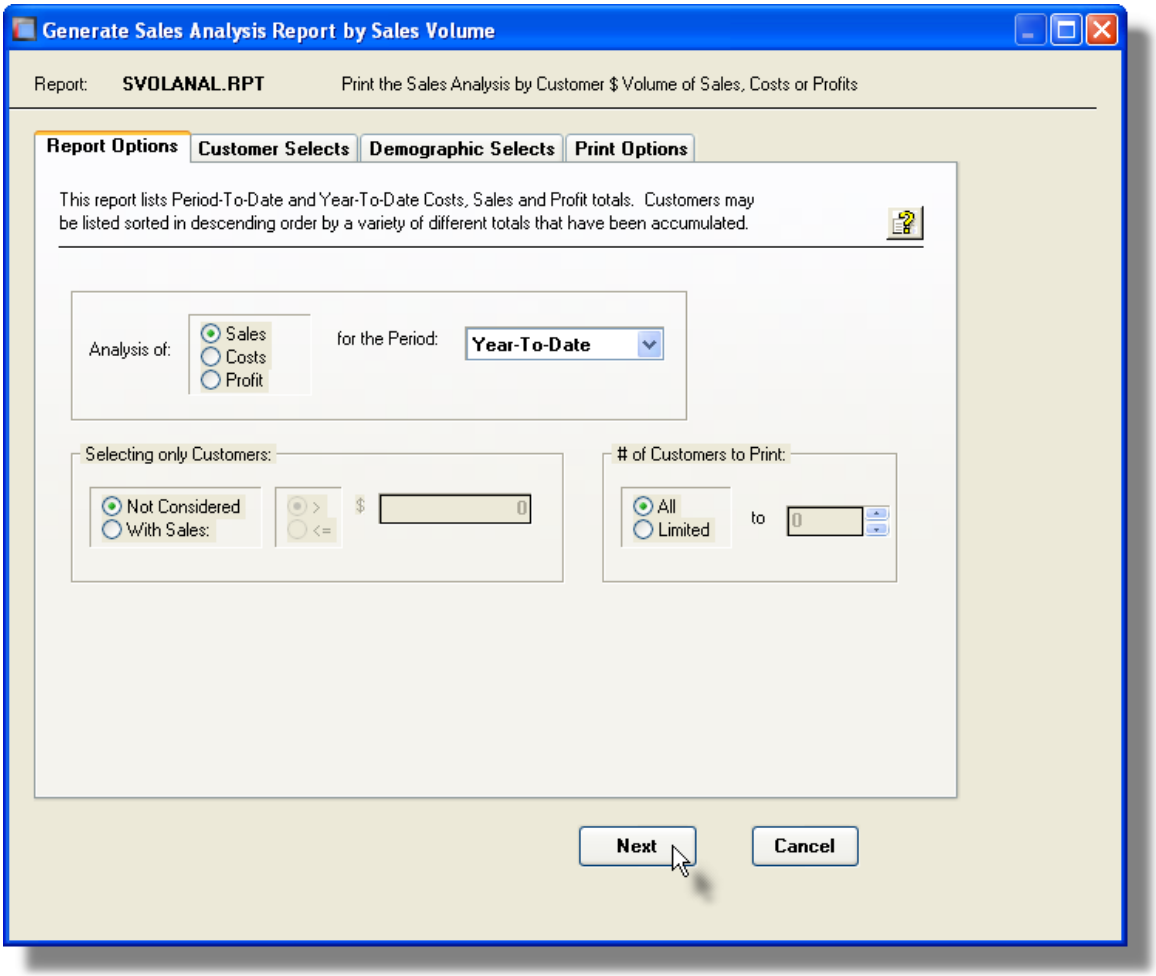
From the A/R Main menu, select **Sales Analysis by Sales Volume...** from the **Reports** drop-down menu.



Analysis by Sales Volume - Options Screen

The following screen is presented when generating the report:

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When generating the report, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **SVOLANAL.RPT**. The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

Field Definitions

Analysis Of	***radio-buttons***
Select to analyze the results based on either total dollar Sales, Costs or Profit. These figures are all reported, however, the selection is used to sort the customers. (Ie., selecting Sales will produce a report of customer sorted by their dollar Sales for the selected period).	

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For the Period	***drop-list***
Customers are sorted using the total Sales, Costs or Profit based on the time-frame selected. The figures used are those accumulated and stored for each customer.	
Selecting Customers with $ Sales Totals	***radio-buttons and $ 999,999,999***
You can limit the list of Customers reported by specifying a minimum or maximum cut-off value for the type of analysis chosen. The system will test the Customer's Sales, Costs or Profit and only list those satisfying the test.	
# of Customers to Print	***radio-buttons and 9(4)***
You can limit the number of Customers that are reported.	

6.5.15 Sales Analysis by Month

This Series 5 Analysis report basically produces a one page report of Sales, Costs and Profit totals, broken down by month based on the Reporting Period defined by the A/R Control Preferences. Totals are computed tallying the Monthly Sales figures that are accumulated for each Customer. (Refer to the topic titled Customer Monthly Sales Statistics 406). This report provides a quick-and-dirty snap shot of monthly sales for the current year and last year, for the selected customers. As an option, the totals may be output to a spreadsheet.

Clearing Customer PTD and YTD Operations

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For this analysis report to be accurate, you must executed the Clear Customer Period-To-Date 294 operation at the end of each month, and the Clear Customer Year-to-Date 297 operation at the end of the designated reporting year.

For each month, the following totals are listed to the report:

- ✓ Cost of Sales for the Current Year, and Last-Year
- ✓ Sales Period-to-Date for the Current Year and Last-Year
- ✓ Profit, (Sales minus Costs), for the Current Year and Last-Year

In each case, a percentage of the amount listed for the customer, relative to all customers are also printed.

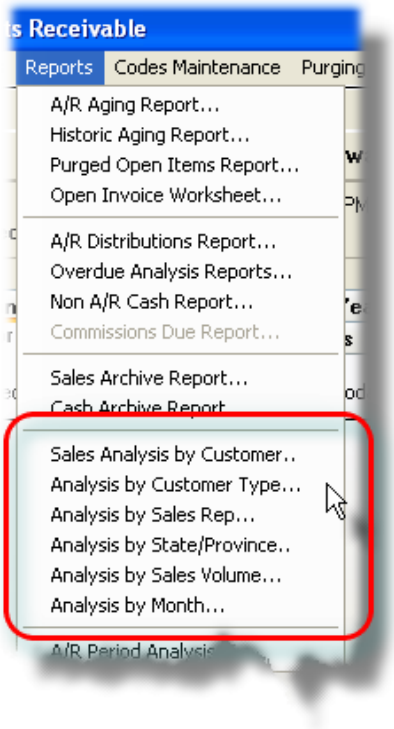
A better Report is Available

This analysis depends on the Clear PTD and Clear YTD functions being executed in a timely manner. The A/R Period Analysis reporting/inquiry 377 function provides an analysis of sales by Fiscal Period, Fiscal Year, Calendar Month or Calendar Years by reading through the Sales Archive records. Totals are tallied for a variety of different criteria.

Accessing the Analysis by Month Report

From the A/R Main menu, select **Sales Analysis by Month...** from the **Reports** drop-down menu.

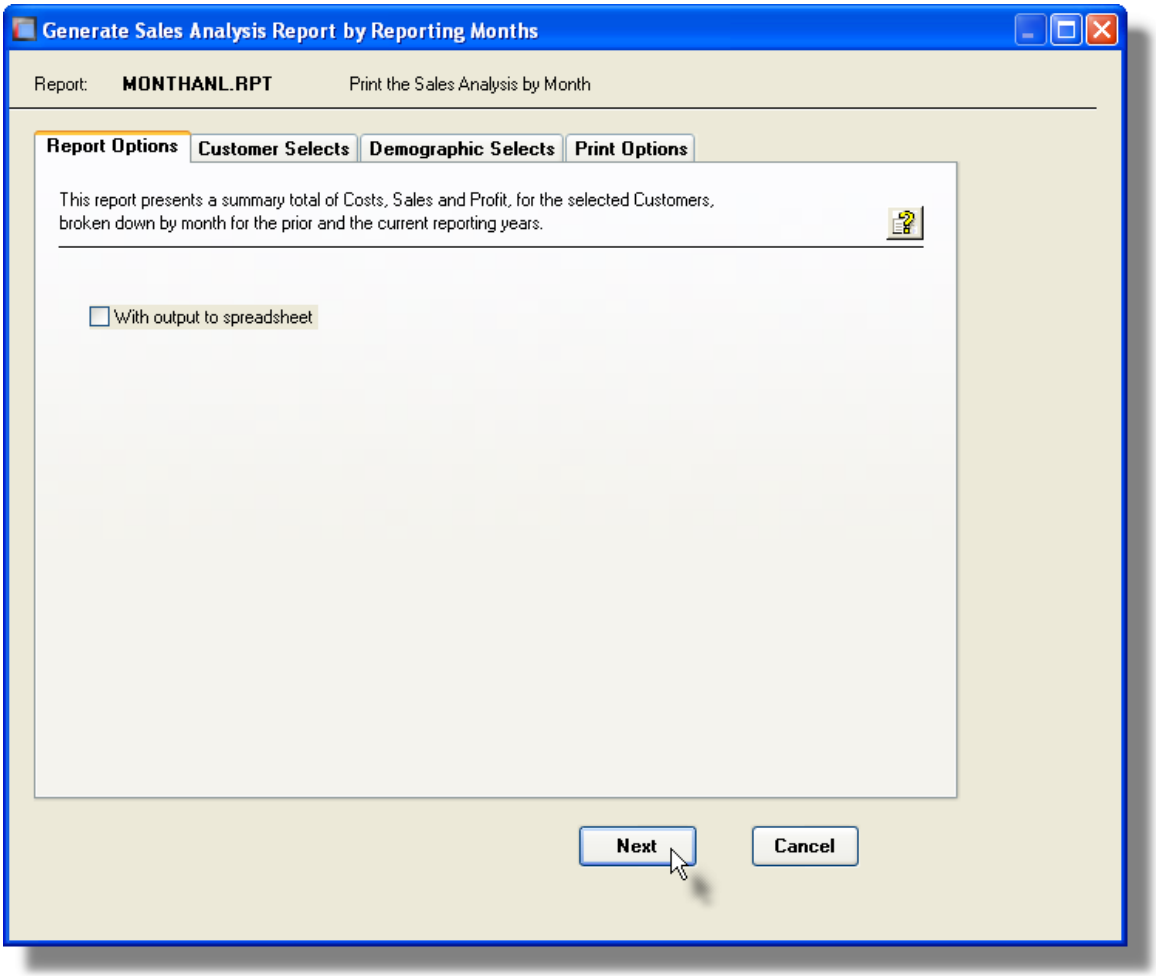
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Analysis by Monthly Sales - Options Screen

The following screen is presented when generating the report:

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When generating the report, the operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **MONTHANL.RPT**. The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

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Field Definitions

With Output to Spreadsheet	*check-box*
To have the results of the analysis output to an MS Excel spreadsheet, or tab-delimited file, set the check-box. When checked, tabbed screens will be presented to enter Export Options and to display information about the fields to be output.	

Monthly Sales Analysis Export Data Formats

For the Monthly Analysis exported, the following fields are output to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filenames are either **Sales_Analysis_by_Month.XLS.**

Column #	*Excel Column*	*Field*	*Format*
1	A	Date or Period	MM/9999
2	B	Cost of Sales	$ 99.999,999
3	C	Sales	$ 99.999,999
4	D	% of Total	99.99 %
5	E	Profit	$ 99.999,999
6	F	% of Total	99.99 %

6.5.16 A/R Period Analysis Report

The Accounts Receivable system records all transactions relating to the sales and revenues from the operation of your company. It is a subsidiary system to the General Ledger system. It accumulates sales made to, and cash receipts received from your customers. A/R distributions are generated and moved to the G/L as journal entries.

In an effort to reconcile, or analyze the source of the G/L Journal Entries from the A/R system, this reporting function accumulates sub-totals by fiscal periods or years, or calendar months or years. If there are questionable transactions or account totals in your G/L, this analysis is a useful tool in attempting to identify how they came about. Also, sub-totals are accumulated by a variety of other factors that may be used for assorted analysis.

Analysis with sub-totals by assorted periods of time, are available as follows:

- ❑ by Customer code (codes assigned to customers)
- ❑ by Customer Types, (codes assigned to each Customer)

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- by A/R Accounts (ie., A/R Control, Cash Accounts, Revenue Accounts, etc)
- by Sales Representatives (codes assigned to each Customer)
- by G/L Sub-Ledger Project (where Project Codes are assigned to specific revenue distributions)

For each of the given analysis types, sub-totals may be broken down to the following periods:

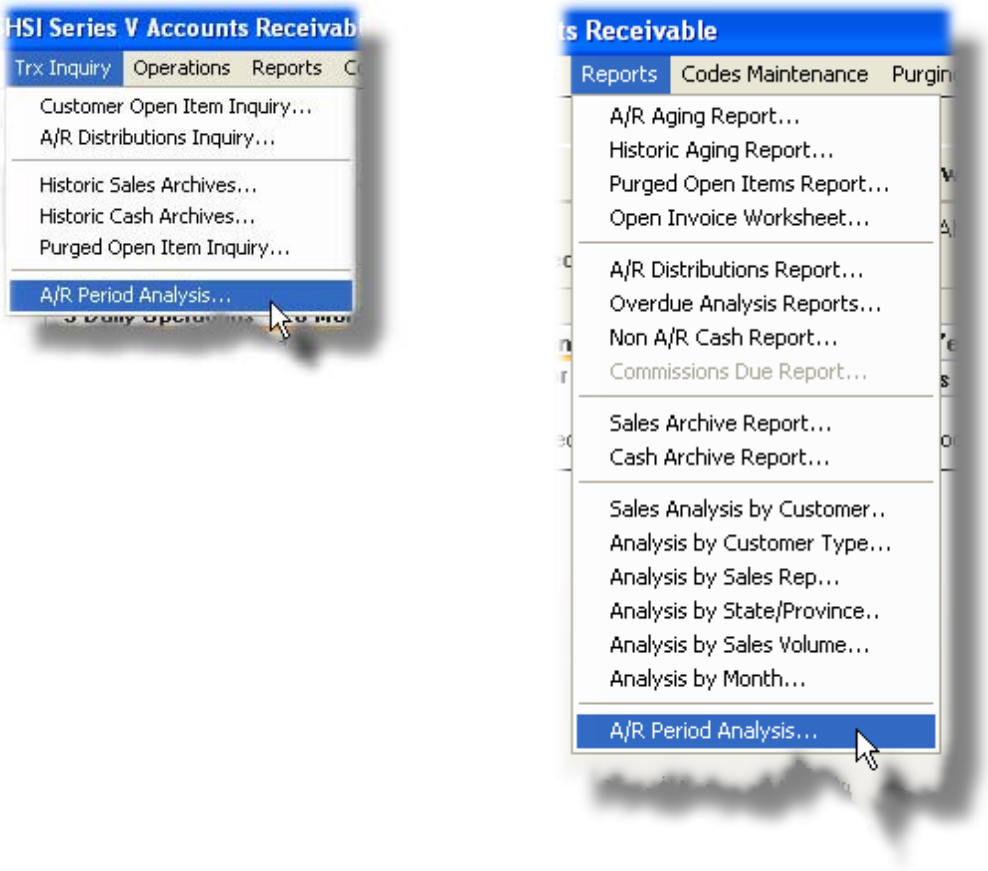
- by Calendar Year over a time frame of 10 years prior to a specified year
- by Calendar Months for up to 72 months prior to a specified date
- by G/L Fiscal Periods for up to 4 years worth
- by G/L Fiscal Years for the 8 years that are defined by the General Ledger system

The inquiry analysis is obtained using the Archived Sales and Cash transactions that are kept in the A/R system. For this analysis to be accurate, you must maintain at least the last ten years of historic data, purging only transactions older than ten years.

As a special feature of the Series 5 reporting function, the totals may be viewed on screen, printed or exported to an MS Excel spreadsheet.

The A/R Period Analysis function can be invoked from either the Trx Inquiry or the Reports drop-down menu from the A/R menu.

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6.5.16.1 Period Analyis Preview Grid

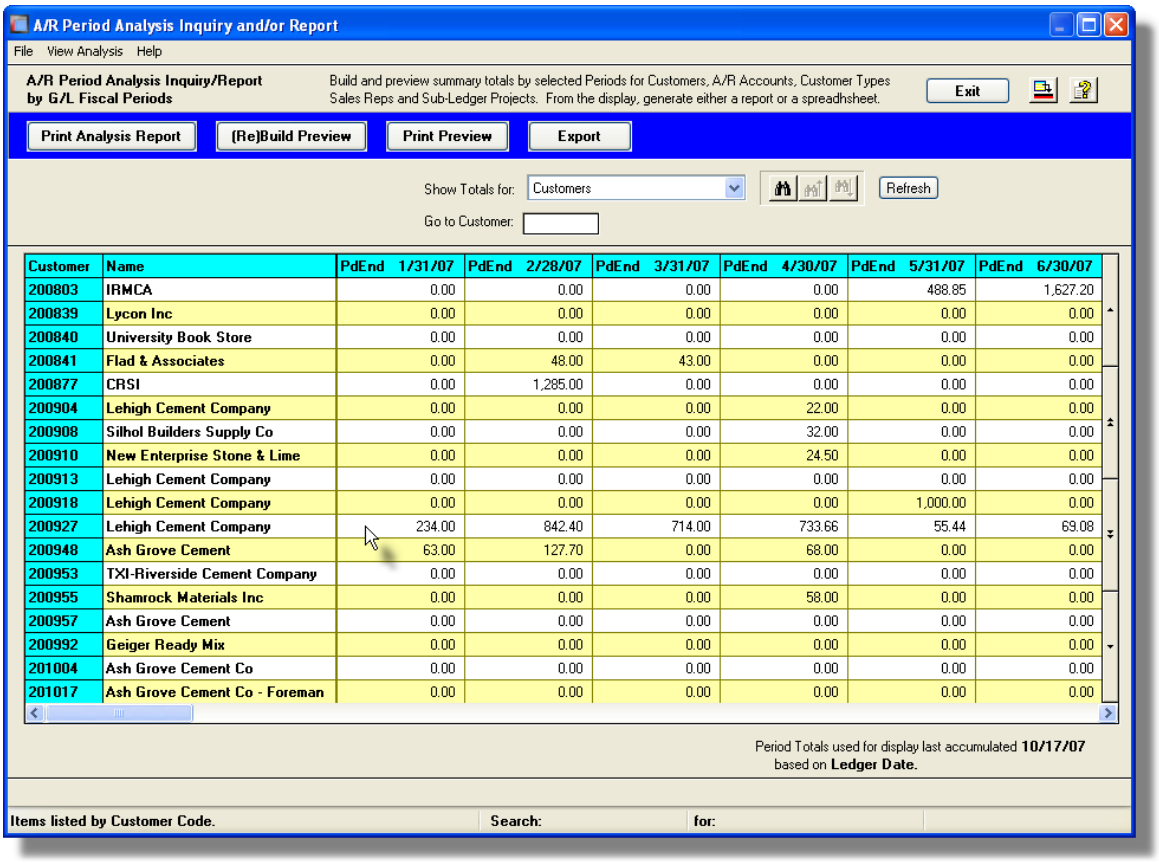
When the Period Analysis is generated, it's data is displayed to the screen managed using a Series 5 grid processing screen. In effect, you can view the report without having to actually print it. As an alternative, the data can also be easily exported to a spreadsheet for further analysis. If so desired, the analysis may also be printed.

Operational Warning

The analysis requires the system to read through the entire A/R Archived Sales Transactions and Cash Receipts Transactions files. These files may grow fairly large over time due to the number of transactions. This analyses may take some time to generate. Should you leave this function, and return, the most recent analysis that had been done will be displayed in the grid.

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A/R Period Analysis "Preview" Grid



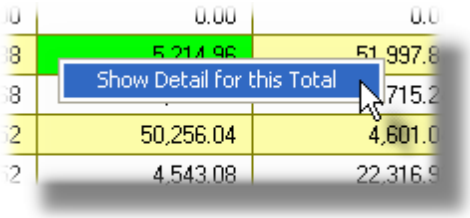
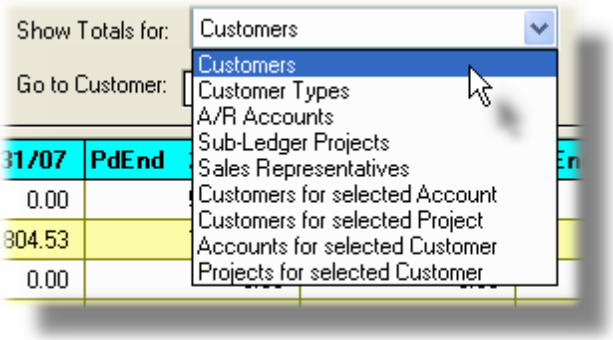
The "Fast Buttons" frame provides the push buttons to have the analysis customized, printed or exported:

"Fast Buttons"	
Print Analysis Report	To have the Period Analysis generated and printed
(Re)Build Preview	To have the Period Analysis generated and displayed to the preview grid
Print Preview	To have the Period Analysis that is currently displayed in the grid printed
Export	To have the Period Analysis totals output to a spreadsheet

Some of the special features of this "Preview" grid are as follows:

➢ If any specific reported	

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total's cell is double-clicked, then a "Drill-Down" window is displayed. Each of the individual transactions that contributed to the total are listed. These in turn may be printed as a report, or exported to a spreadsheet. (Right-clicking the cell displays a pop-up window, from which the drill down function may also be selected).	
➢ The analysis totals have been accumulated for a variety of codes including Customers, Customer Types, A/R Account, Sub-Ledger Projects and Sales Reps. From the drop-down list, select the set of totals that are to be displayed. ➢ As well, combinations are offered whereby only those totals for a selected Account, Project or Customer are displayed. In these cases, a field is presented from which a given Account, Project or Customer may be chosen.	

When Showing Totals for "Accounts for Selected Customers", in the 1st column of the grid, the G/L account number is displayed along with a code. These codes indicate how these distributions were generated. The following table describes these codes:

"Distribution Type Codes"		
Trx Type Code	***Event***	***Account Types***
Invoice	A new Invoice Transaction added	A/R Control
Credit	A new Credit Transaction added	A/R Control
FinChrg	A new Finance Charge Transaction added	A/R Control

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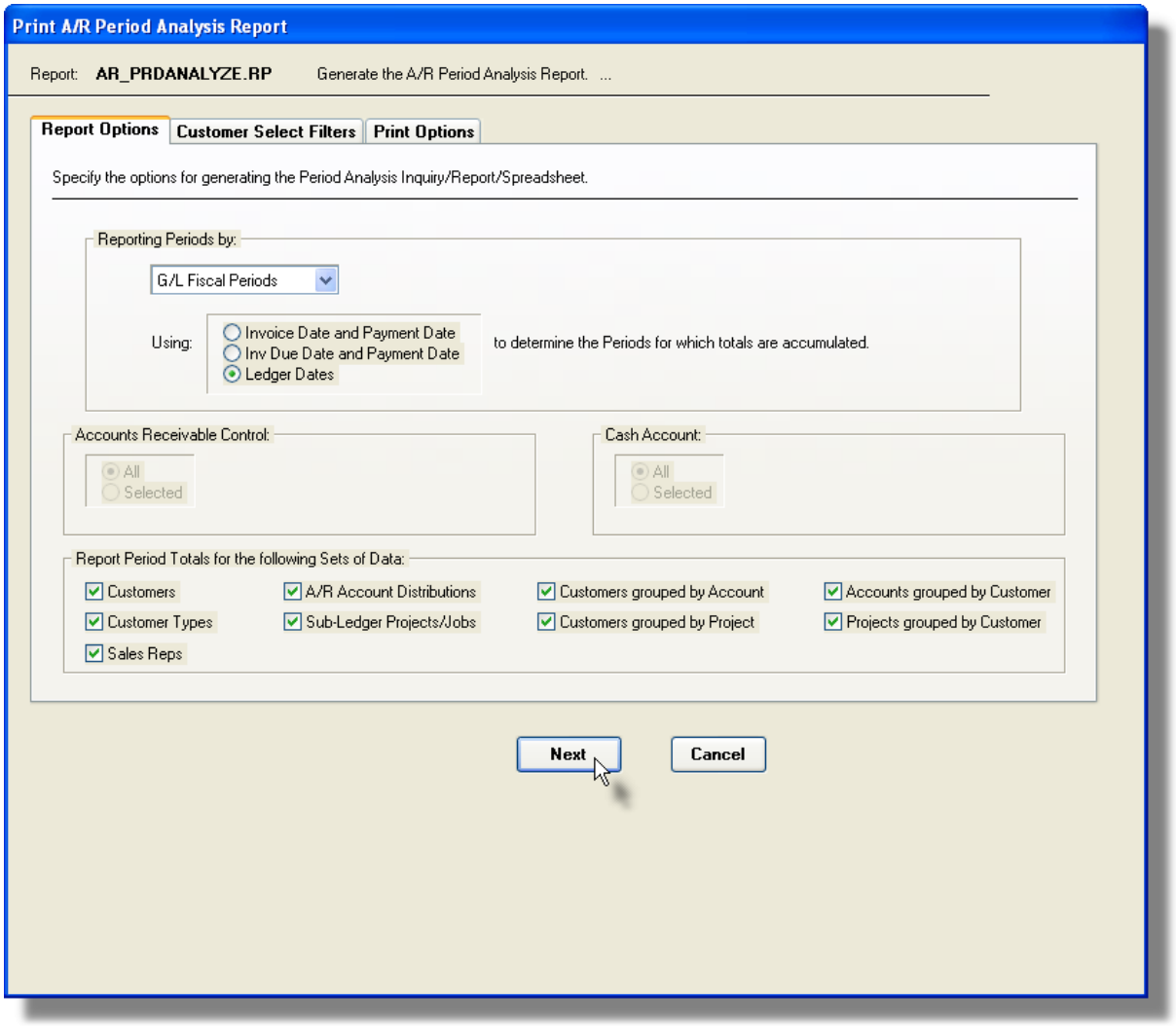
Prepay	A new Prepaid Invoice Transaction added	A/R Control
Refund	A new Refunded Credit Transaction added	A/R Control
Debit	A new Debit Transaction added	A/R Control
CshRcpt	A normal Cash Receipt was received	A/R Control, Cash
NonARCs	A Non-AR Cash Receipt was received	A/R Control, Cash
MiscRev	Misc Charges for new Sales Transactions	Revenue
FrgtRev	Freight Charge for new Sales Transactions	Freight
TaxRev	Freight Charge for new Sales Transactions	Tax
FchgRev	Revenue for new Finance Charge Transactions	Revenue
DiscGiv	Discounts Given during Cash Receipts	Discount
AR-Rev	Revenue for new Sales Transactions	Revenue
PPayPmt	Prepayment for Prepaid Invoices added	Cash
PPayOvp	Prepayment Overpayment for Prepaid Invoices	Cash

6.5.16.2 Build Analysis Preview Options

When having to generate the Analysis, Print the reports, or Export the results, the following screen is presented. It's possible to limit the amount of data that is output when generating the report or exporting.

When building the analysis tables, columns of data may be generated for either G/L Fiscal Periods, or Calendar Periods, and select from the Invoice Date, the Due Date, or the Ledger Date of transactions.

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The report generated, if archived, will be catalogued with a report name of **AR_PRDANALYZE.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

> **Generating Analysis from A/R to G/L Reconciliation**
>
> The Period Analysis is a useful tool for validating and balancing the A/R Control from the A/R system to that in the G/L system. Make sure that Fiscal Periods/Years are chosen using Ledger Dates.

When generating the report, the operator is also presented with the standard Customer Select Filters screen 103. This allows you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

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Build/Report Options Screen - Field Definitions

Reporting Periods By	**drop-down list**
Select whether totals are computed for given Years or Periods based either on Calendar of G/L Fiscal Periods.	
Type of Dates to Use	***radio-buttons***
Select the type of date to be used to determine which period the transaction is to be assigned to when sub-totals are computed. When generating analysis for comparison to the G/L use the Ledger Date.	
Accounts Receivable Control	***radio-buttons and 9(18)-9(5)***
Reserved for a future enhancement.	
Cash Accounts	***radio-buttons and 9(18)-9(5)***
Reserved for a future enhancement.	
Reporting Sets of Data	***check-boxes***
When the analysis is executed, tables are built for a number of different codes and combinations of Customers and Accounts. When the function to have data output to a report or exported is selected, you can select the particular set of results that is to be output. ***(Selecting all of them may generated a length report, or excessive amount of data to a spreadsheet)***	

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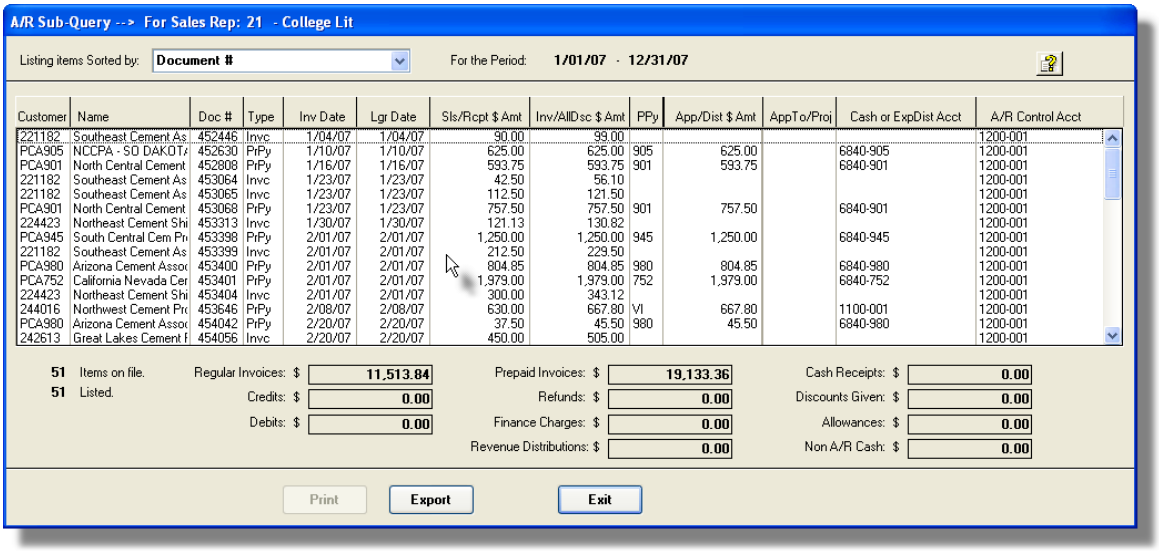
6.5.16.3 Transaction Drill-Down Sub-Window

From the A/R Period Analysis preview screen, the detail that contributes to the totals of any account or code, for a particular period, may be displayed in a sub-screen. Drill-down to display the transactions by double clicking on the cell intersecting the desired code and Period of interest.

A screen will be displayed that shows the detail, and from which a report offers a list of the accounts that have transactions that contribute to the given total.

> **Drill Down Items Displayed**
>
> Note that only up to 400 items may be displayed in the drill-down window. (However, all items will be exported).

A/R Period Analysis Account Drill-Down Detail Screen



The push buttons to have the detail printed or exported:

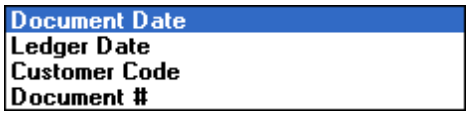
Push Button functions	
Print	Reserved for a future enhancement
Export	To have the detail for the selected account or code output to a spreadsheet

Drill-Down Select Fields Definitions

List Items Sort	***drop-down list***

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The detail for the selected account may be displayed using a couple of different sorting options. Choose your poison.



6.5.16.4 Exported Data Layouts

The period totals for each of the accounts or codes displayed may be exported to an Excel spreadsheet or tab-delimited file. As well, when a given period's total has had it's detail drill-down detail displayed, these may also be exported.

The Export Options tab screen will be displayed, from which you can select to direct the output to an MS Excel spreadsheet, CSV text file, or a Tab-delimited text file. *(Refer to the topic titled Data Export Functions 94 for full details).*

A/R Period Analysis Spreadsheet Export Data Formats

If the Report is generated with the option to have Spreadsheet Output, the following fields are output to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The output file, by default, is named **AR_Period_Analysis.XLS**.

For a the Period Analysis totals, the following fields are output:

Column #	*Excel Column*	*Field*	*Format*
1	A	G/L Account or Analysis Code	9(18)-9(5) or X(6)
2	B	Description or Name	X(30)
3	C	* see note following	X(10)
4	D	* see note following	X(10)
5	E	* see note following	X(10)

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6	F	Period 1 Amount	-999,999,999.99
5	G	Period 2 Amount	-999,999,999.99
...	...	.....	-999,999,999.99
...	...	.....	-999,999,999.99
77	BY	up to Period 72 Amount	-999,999,999.99

(* Note that columns C, D and E are only used when reporting pairs of codes or accounts.)

For the detail transactions exported from the Drill-Down screens, the following fields are output. The output file, by default, is named **AR_Period_SubQuery.XLS**. Depending on the analysis selected for export, data rows will represent either Sales Transactions, A/R Distributions, or Cash Receipts.

Column #	*Excel Column*	*Field*	*Format*
1	A	Customer Code	X(6)
2	B	Customer Name	X(40)
3	C	Document Type	X(1)
4	D	Document # or Check #	9(8)
5	E	Document Date	MM/DD/YY
6	F	Ledger Date	MM/DD/YY
7	G	Sales, Dist or Cash Amount	-99,999,999.99
8	H	Misc Sales or Applied Amount	-99,999,999.99
9	I	Tax 1 or Allowance Amount	-99,999,999.99
10	J	Tax 2 or Discount Amount	-99,999,999.99
11	K	Freight Amount	-99,999,999.99
12	L	Total Document or Applied Amt	-99,999,999.99
13	M	Trx Batch Code or Project Code	X(6)
14	N	Sales Rep Code	X(4)
15	O	PrePayment Code	X(3)
16	P	PrePayment Amount	-99,999,999.99
17	Q	* G/L Cash Acct Acct Main #	up to 9(18)
18	R	G/L Cash Acct Profit Center	9(5)
19	S	* A/P Control Acct Main #	up to 9(18)
20	T	A/P Control Acct Profit Center	9(5)

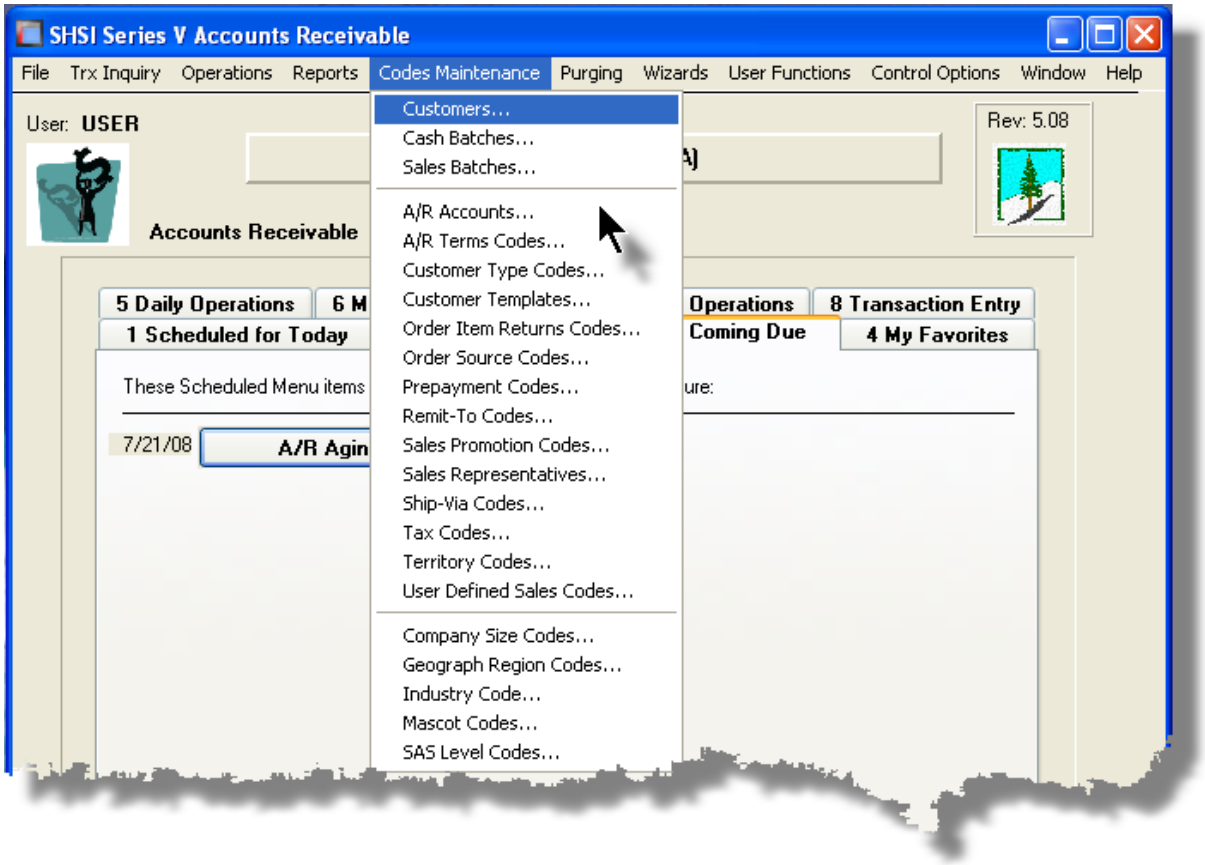
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(* Note that G/L Account Main # segments are output to separate columns)

6.6 Master Code Maintenance Functions

The topics in this chapter describe functions and procedures that are a available under the **Codes Maintenance** drop down menu on the Accounts Receivable menu. These menu items are used to maintain the Master Codes used in the A/R . In particular, the function to Maintain your Customers is found here. The menu items at the bottom of the drop-down menu are those used to maintain any Customer Demographic Codes that might have been defined in the system.

These functions are available from the A/R Menu Bar as shown:



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6.6.1 Customer Codes Maintenance

The A/R Customer records hold all relevant information pertaining to your customers. They are accessed and used extensively from other Series 5 systems, including Customer Order Processing, Professional Invoicing and Class Registrations. Before any aspect of the A/R, PI or O/P systems can be used, the Customer file's records must be defined.

The Customer file holds the following types of data that is used for information, billing, contact information and accumulating sales statistics:

- Company Name, Address and Contact information
- Up to 1000 characters of notes about the customer may be recorded
- Codes for billing functions including Sales Reps, Customer Types, Territory, Shipping Codes, Remit Terms and Tax Codes
- A variety of types of accumulated statistics for Period-to-Date, Year-to-Date and Last Year
- A summary of recent Credit Incidents as reported from the A/R Overdue Analysis function
- A list of any Contact History notes that might have been recorded
- Monthly statistics of Sales and Cost for the Current and the Prior Calendar Years
- User Defined Demographic Codes

You would typically need to set up a customer record for all of your customers. It's likely you have a great number of customers that may only make one or two purchases, that are prepaid and do not need to be treated as a receivables. In this case you may set up one or more, what the Series 5 system calls, Miscellaneous Customers. These customers must have their Customer Code defined starting with the ***** character. (Ie., *MISC or *60000, or *US, or *OTHER). All items recorded to these customers are treated the same as for all customers, except that when Sales Transactions are entered, or Orders recorded, the system will require entry of the Customer Name and Address.

The Customer Maintenance function is used to manage the information about your customers. The following sub-functions are available:

- Customers may be added, copied, deleted and modified
- A Customer listing may be generated and printed
- Selected data fields associated to Customers may be exported to spreadsheets
- Customer data may be imported from spreadsheets or tab-delimited files

Setup Advice

When initially loading Customer data from other sources, you might consider importing the data from a spreadsheet of tab delimited file. You first can set up a Default Customer Template that contains the pertinent codes relating to billing, and aging receivables for your customers. Then within the spreadsheet, include a row that contains a directive to have all new customer records first defaulted to the codes set up in the Template.

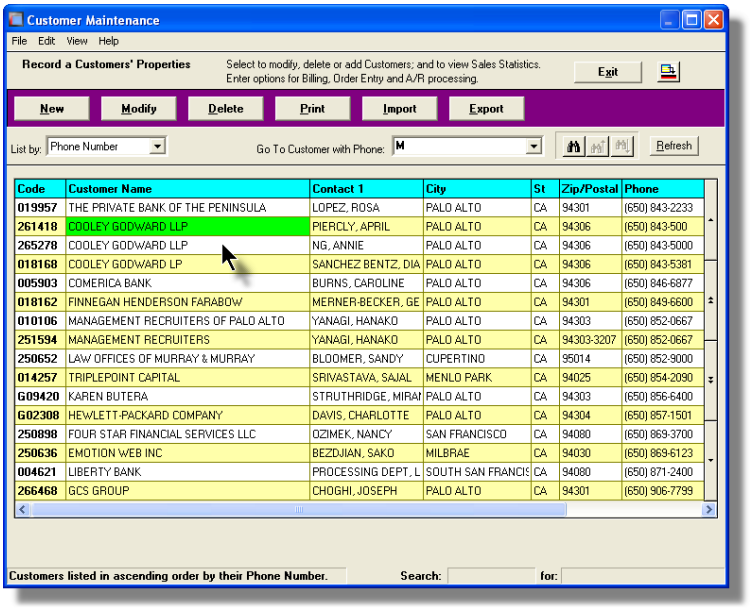
For more information or advice feel free to contact Sentinel Hill Software.

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6.6.1.1 A/R Customers Grid

A/R Customers are maintained using a Series 5 grid processing screen.

A/R Customer Codes Maintenance Grid



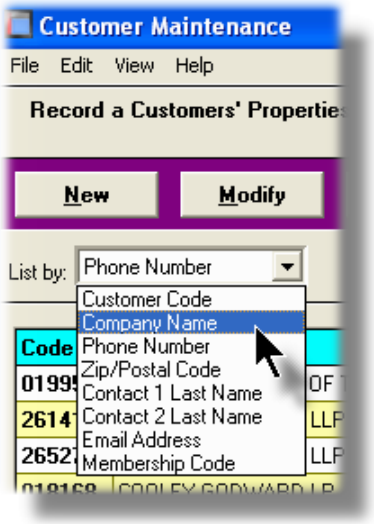
	"Fast Buttons"
New	Add a new Cus
Modify	Modify the Cust highlighted in th
Delete	Delete the Cust highlighted in th
Print	Generate a repo the Customers
Import	Imports Custom spreadsheet
Export	Export selected Customers to a spreadsheet
Bill-To Codes	For systems wi Series 5 Custor Processing, hyp edit the Custom Codes records
Ship-To Codes	For systems wi Series 5 Custor Processing, hyp edit the Custom Codes records.

Edit an existing Customer by double-clicking it's associated row. Standard Series 5 grid controls apply.

You may choose to have the Customers in the grid displayed sorted in a variety of

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different ways. Click on the List by list-box to select the desired sort:



6.6.1.2 Customer Address Screen

When adding a new customer, or editing an existing one, there are a number of different tabbed screens that are required. There is one for the customer address and contact information, one to record some notes about, and one that selects that various codes used for billing, shipping and aging documents associated to the customer. There are also three different types of screens that present accumulated statistic about the customer.

Setup Tip

When adding a new Customer, you may specify a Customer Template. These Templates may be set up ahead of time, and define the standard codes used for billing and processing, that are associated to customers. This greatly simplifies the task of initially loading customer information.

A/R Customers - Address Tab Screen

The Customer Address screen is used to define the name, address and contact information. You must also assign a Customer Code, which will be used to track all associated documents.

Some points to note when setting up your customers:

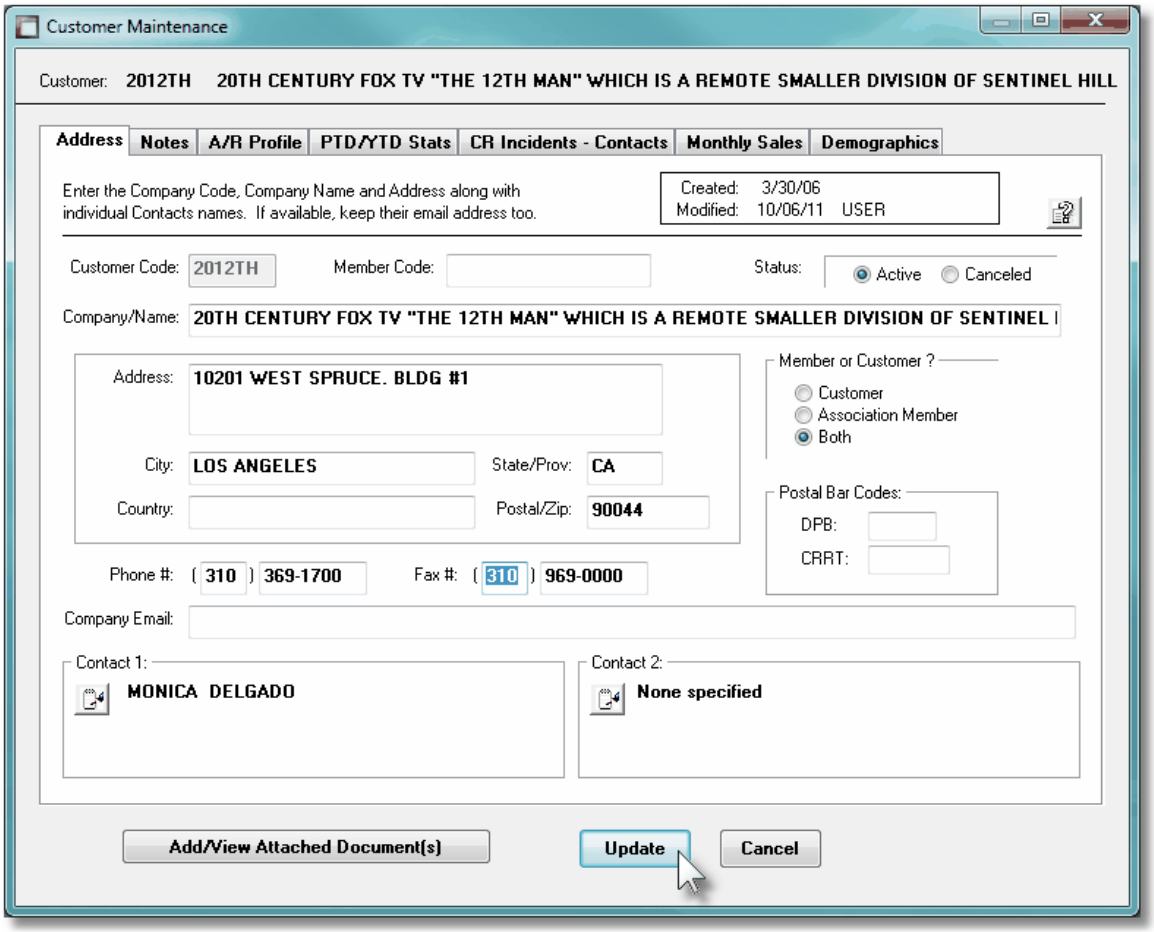
- Enter all customer Company/Individual names as either all upper case, or capitalized

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lower case. Either way, make it consistent. Customers may be selected in a variety of functions by keying their names.

- Attempt to capture phone numbers and email addresses.
- The Customer Code is alphanumeric. Should you decide to have the Customer Codes as all numeric, when selecting a customer code, the number that is entered will automatically be right justified with leading zeros inserted on the left.

The Address and Contact information associated to each Customer are maintained by the following screen:



Customer Address/Contact Screen - Field Definitions

Customer Code	***X(6)***
This is the code that is used to identify the customer throughout all of the Series 5 systems. This code is carried in all data records that refer to a particular customer.	
Membership Code	***X(15)***

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If you are also assigning membership codes to your customers, they may be specified in this field. The Customer Listing may be generated, sorted by Membership Code.

Company Name (or Individuals Name)	***X(150)***

Enter the Company name or, for a given individual, their name. The names should be capitalized in upper and lower case. In different functions, customers may be displayed and/or sorted by Company Name.

Address - City - State/Prov - Country - Zip/Postal	***3 of X(40) - X(25) - X(5) - X(20) - X(10)***

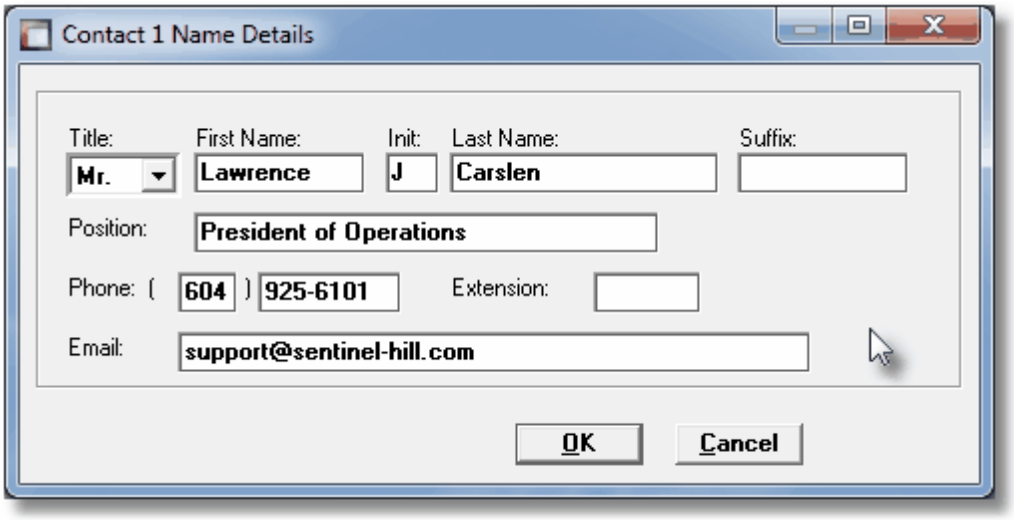
These are the customer's address fields. The address is used for generating Invoices, Statements and mailings.

Phone / Fax - Company Email	***X(3)-X(8) - X(120)***

In different functions, customers may be displayed and/or sorted by Phone # or Email. Statements may also be generated and emailed if an address is defined.

Contact 1 and 2	***sub-screen***

You may record the information for two different contact individuals. Click on the  icon to have the following sub-screen displayed:



Customer Status	***radio-buttons***

Customers may be flagged as either being Active, or Canceled. When generating any report that is based on customers, the value assigned will be tested by the Series 5 generic Customer Select Filter routine.

In the Series 5 Customer Order Processing system, orders may not be entered for

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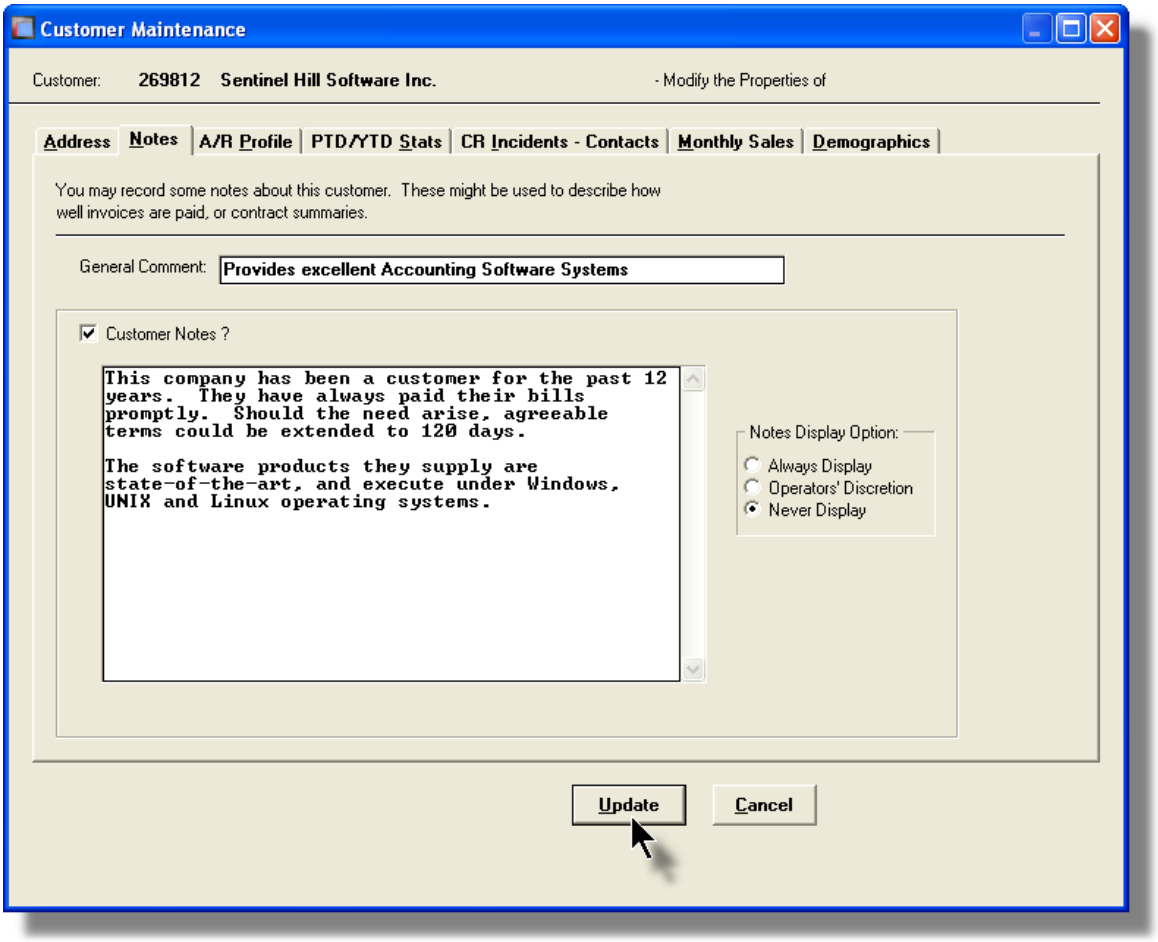
customers that are flagged as Canceled.	
Member of Customer ?	***radio-buttons***
If your organization makes sales to both members and no-members, set the applicable button to define the type of customer. This field is used strictly for information purposes.	
Postal Bar Codes - DBP and CRRT	***X(3) and X(4)***
These field are provided strictly for information purposes.	

6.6.1.3 Customer Notes Screen

Customer Notes — Entry Screen

This screen is used to record notes about the customer. You might enter billing agreements, invoicing requirements, contractual summary or just general information about the company. Up to 1000 characters of text may be entered.

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Displaying Customer Notes

When a Customer that has notes defined is selected from the A/R Open Item Inquiry function. the  icon is displayed. Click on it to view the notes.



Customer Notes Screen — Field Definitions

General Comment	***X(50)***

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This is a brief comment. It appears on the A/R Open Item Inquiry function screen for the customer that has been selected. It is also printed on the Overdue Analysis and A/R Aging reports.	
Text	***X(1000)***
Enter up to 1000 characters of text. Words will automatically wrap to the next line where necessary. A new paragraph may be entered with the Enter key.	
Notes Display Option	***radio-buttons***
This is an option that was used in the Series 4 version of software.	

6.6.1.4 Customer A/R Profile Screen

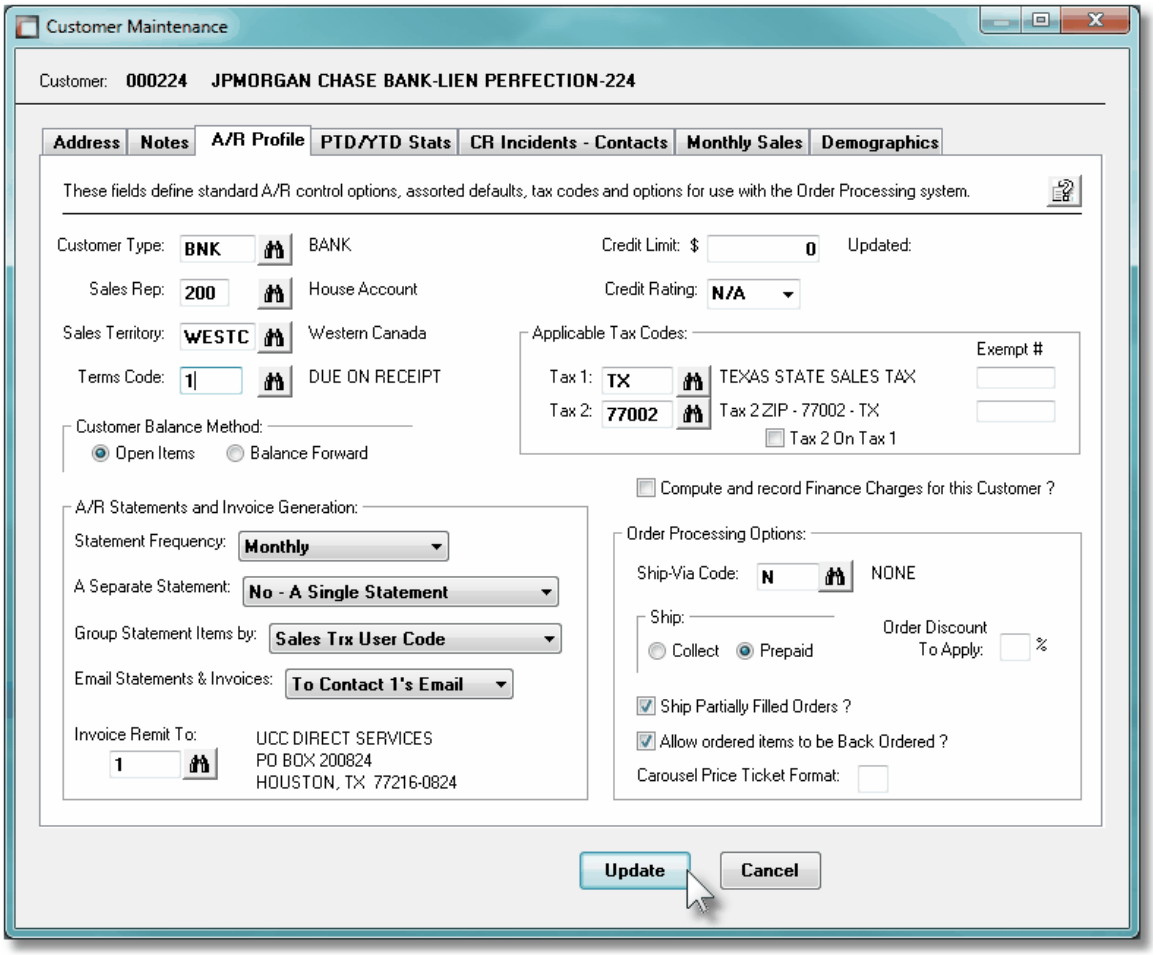
Customer A/R Profile — Entry Screen

This screen is used to record select properties associated to how the customer is dealt with by the Accounts Receivable system. In particular, the following codes are defined:

- Customer Type — is used to classify or group customers and may be used as a selection parameter in all customer related reports
- The Sales Representative
- The Terms Code — used to compute the Due Date for invoices generated in affiliated Series 5 systems
- Whether the Customer charges are maintained as Open Items or as a Balance Forward
- Statement Printing Frequency
- Applicable Tax Codes
- Option to indicate Invoices and/or Statements are to be automatically emailed

The following screen is displayed for to enter or modify the profile for the customer:

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Generic Customer Select Filters

When any Series 5 reports are generated that are based on A/R Customers, the Customer Select Filters screen 103 is generally displayed. You may specify a number of different filters to be applied when the application evaluates each Customer record as to whether it should be included or not. The following fields on this screen are offered as selection parameters:

- Customer Types
- Sales Representative
- Tax Codes
- Territory
- Credit Rating

Customer A/R Profile Screen — Field Definitions

Customer Type	*X(5)*

This field is used to categorize the customer. This field may be used as a Customer selection filter for most customer driven reports. As well, the Customer Type is used either for sorting Customers, or analysis in at least the following reporting functions:

- A/R Aging Report
- A/R Period Analysis
- Historic Aging Report
- Customer List
- Sales Analysis by Customer Type
- Dunning Letters

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- O/P Sales Analysis
- A/R Overdue Analysis

Within the Customer Order Processing system, prices and/or discounts may be established for different Customer Types.

Sales Representative	***X(3)***

Select the Sales Rep who has been assigned to this customer. Sales transactions carry the Sales Rep code , by default, that is assigned to the customer. This field may be used as a Customer selection filter for most customer driven reports. As well, the Sales Rep is used either for sorting Customers, or analysis in at least the following reporting functions:

- A/R Aging Report
- A/R Period Analysis
- O/P Sales Analysis
- Historic Aging Report
- Customer List
- A/R Overdue Analysis
- Sales Analysis by Sales Rep
- Dunning Letters

Sales Territory	***X(5)***

Select the Sales Territory that this customer belongs to. This field may be used as a Customer selection filter for most customer driven reports. As well, the Territory is used either for sorting Customers, or analysis in at least the following reporting functions:

- A/R Aging Report
- A/R Period Analysis
- O/P Sales Analysis
- Historic Aging Report
- Customer List
- A/R Overdue Analysis
- Dunning Letters

Terms Code	***X(4)***

Different Terms Codes may be established in the A/R system. These are used to determine Due Dates and Payment Discount Dates that are applied to Invoices generated from the assorted Series 5 systems. Select the terms that are appropriate for the customer.

Customer Balance Method	***radio-buttons***

Customers must be designated as either being an **Open Item Customer**, or a **Balance Forward Customer**. Choosing the type of method depends on how Open Items, from Invoices and Cash Receipts, are to be recorded in the A/R system, and how you wish to apply customer payments.

Balance Forward Customers — At the end of every month, the sum of all Credits and Payments is determined, along with the sum of all Invoices and Debits. The difference is recorded as a Balance Forward amount, and all contributing detailed Open items are deleted.

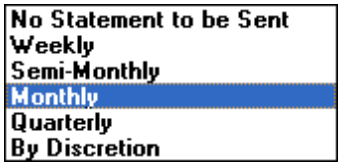
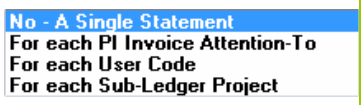
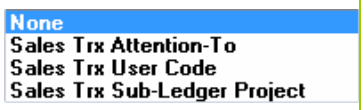
Open Item Customers — All Open Items recorded for Sales transactions and Cash Receipts remain on the system until the sum of all common Apply-To numbers equal Zero. When customer payments are received, the amounts are applied to specific

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Invoices.

Customer Methods

It important to select the correct Balance Method. If dramatically affects how Open Item detail is kept for each Customer, and how customer payments are applied.

A/R Statements - Print Frequency	***drop-down list***
Customer Statements are generated on demand. Customers are flagged to indicate how often a statement should be produced. When the Customer Statements function executes, the operator may select to generate statements for only those customers that have been flagged with a specific frequency.	
A/R Statements - Separate Statements	***drop-down list***
When Sales Transactions are recorded in the A/R system, an A/R User Code may be entered. As well, from the Professional Invoicing system or the Customer Order Processing system, if a Sub-Ledger Project was specified with the generated invoices, it will be recorded with the Sales Transaction. Should you wish to have a separate Statement generated for each A/R User Code, or Sub-Ledger Project, select the appropriate option. For users of the Series 5 P/I system, for selected P/I Projects, the Invoice's Attention-To field represents the individual responsible for it's charges. Separate Statements may also be generated for each Attention-To name of the P/I Invoices associated to each A/R Open Item.	
A/R Statements - Group Statement Items	***drop-down list***
When Sales Transactions are recorded in the A/R system, an A/R User Code may be entered. As well, from the Professional Invoicing system or the Customer Order Processing system, if a Sub-Ledger Project was specified with the generated invoices, it will be recorded with the Sales Transaction. Should you wish to have a items on the Statement grouped and sub-totaled by A/R User Code, or Sub-Ledger Project, select the appropriate option.	

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For users of the Series 5 P/I system, for selected P/I Projects, the Invoice's Attention-To field represents the individual responsible for it's charges. You may choose to have items on the Statement grouped by the Attention-To name of the P/I Invoices associated to each A/R Open Item.

Note that when items are selected to be grouped in this manner, this overrides any grouping option chosen when Statements are actually generated.

Email Customer Statements and Invoices ? — ***drop-down list***

When Customer Statements are generated, or invoices from the Professional Invoicing system, as an option, they may be automatically emailed to one of the email address defined for the customer. Select whether this option applies to this customer, and if so, select either the Company email address, or one of the Contact's email address.



Remit To Code — ***X(6)***

For invoices that are generated in any of the Series 5 systems, if they do not use a pre-printed form, or if they do not generate MS Word invoices defined with a template, then a Remit-To address will be printed on the invoice. For each customer, you may specify a different remit-to address by selecting a different Remit-To Code.

Credit Limit — ***$ 99,999,999***

The Credit Limit for each customer is a figure that you can assign. The Credit Limit may also be automatically assigned using the Set Customer Credit Limit operation. As well, the Credit Limit is used either for sorting Customers, or analysis in at least the following reporting functions:

- A/R Aging Report
- Historic Aging Report
- Customer List
- A/R Overdue Analysis
- Dunning Letters

Credit Rating — ***X(4) or drop-down list***

The Credit Rating for each customer is a code that you can assign, or you may select a code of STOP or HOLD. The Credit Rating may also be automatically assigned using the Set Customer Credit Limit operation. This field may be used as a Customer selection filter for most customer driven reports. As well, the Credit Rating is used either for sorting Customers, or analysis in at least the following reporting functions:

- A/R Aging Report
- Historic Aging Report
- Customer List
- A/R Overdue Analysis
- Dunning Letters

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In the Series 5 Customer Order Processing system, the Credit Rating setting take on special meanings:

HOLD	• All orders entered will automatically be placed on **Credit Hold**. They will remain so, until specifically released using the Order Inquiry function
STOP	• Orders may not be entered at all into the Order Entry system

Tax Codes 1 and 2	***X(6)***

If Federal, State/Provincial or Local taxes are to be computed and collected for sales to this customer, select the applicable tax codes. When Invoices are generated in any of the Series 5 systems, the tax rate and the G/L account credited is determined from the Tax Codes properties.

Tax Codes 1 and 2 Exempt Codes	***X(10)***

Should any customer by exempt from a specific tax, you may record their Federal or State/Provincial Tax ID codes.

Compound Tax 2 on Tax 2 ?	***check-box***

Normally taxes are computed on the total taxable amount of sales reported on an invoice. If the 2nd tax is to be computed based on the **Total Taxable + Tax 1 Amount**, then set this check-box. This is a compounded tax.

Compute Finance Charges ?	***check-box***

Set this check-box if Finance Charges are to be computed for this customer.

Ship-Via Code	***X(4)***

Used in conjunction with the Series 5 Customer Order Processing system. Select the Ship-Via code that would be most frequently used by this customer. When orders are entered, this code will be used as the default.

Also, different Freight Rates may be established in the Customer Order Processing system's Price Code maintenance function.

Ship Collect or Prepaid	***radio-buttons***

Used in conjunction with the Series 5 Customer Order Processing system. Select whether orders are typically to be shipped Collect or Prepaid. When orders are entered,

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this code will be used as the default.	
Ship Partially Filled Orders ?	***check-box***
Used in conjunction with the Series 5 Customer Order Processing system. Select whether orders are shipped only if they are fully filled, or if they may be shipped even if certain items have to be back ordered.	
Allow Ordered Items to be Back Ordered ?	***check-box***
Used in conjunction with the Series 5 Customer Order Processing system. Select if items ordered for this customer are out-of-stock, whether or not they may be recorded with the order, but flagged as being On Back Order status.	
Carousel Price Ticket Format	***9(2)***
This is an option that was used in the Series 4 version of software.	
Order Discount to be Applied	***9(2)***
Used in conjunction with the Series 5 Customer Order Processing system. If for all orders entered, they are automatically to be given a fixed Discount, enter the percentage figure here. *(This discount has nothing to do with any discount that might be given for early payment).*	

6.6.1.5 Customer PTD/YTD Statistics

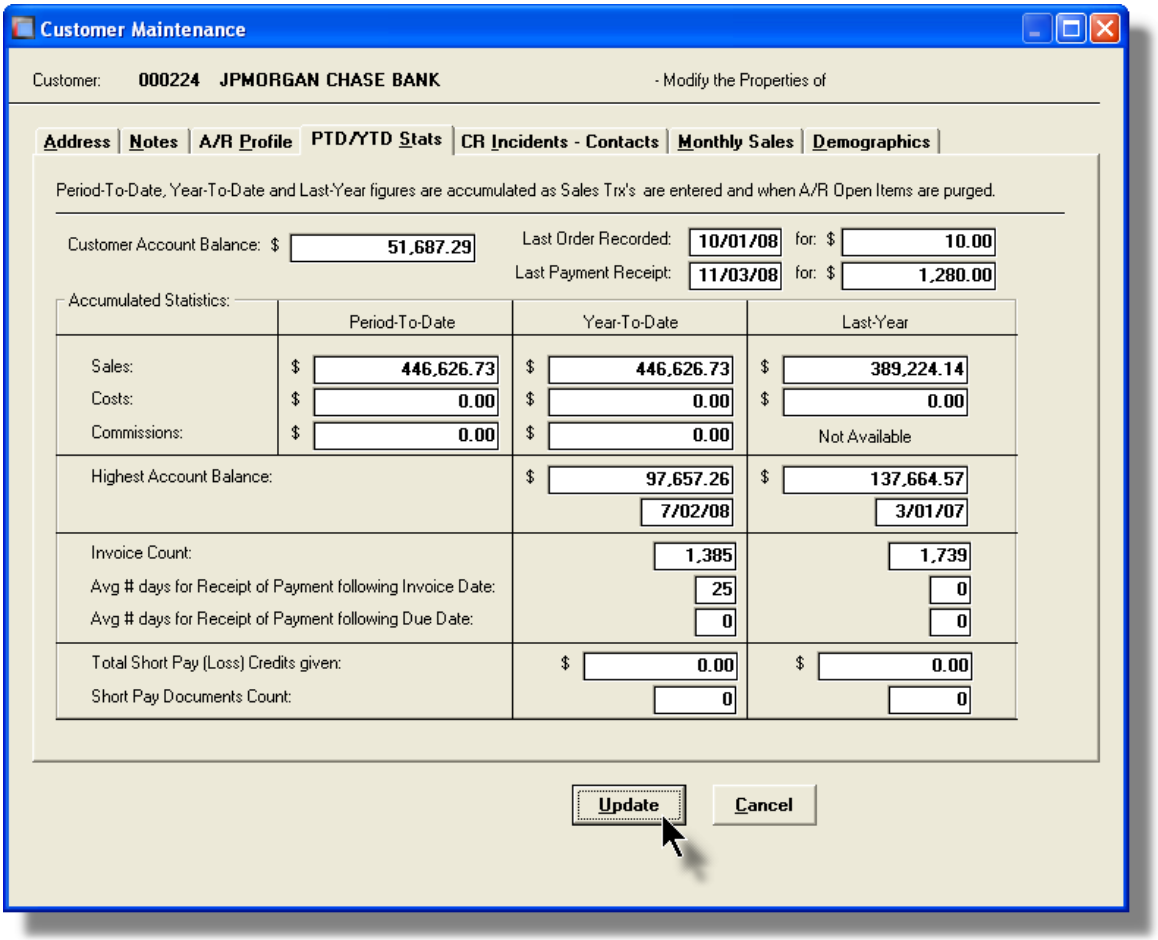
Customer PTD/YTD Statistics — Display Screen

This screen displays a variety of statistics for the given customer. More significantly, it displays those totals that have been accumulated during the current period, the current year, and last year. As the day-to-day activity of recording sales and receiving cash proceeds, these functions contribute to the assorted statistical amounts displayed. Each of these periods are defined as follows:

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Period-to-Date —	On a monthly basis, the Accounts Receivable manager is responsible for executing the operation to Clear Customer Period-to-Date (PTD), figures. At that time, the Period-To-Date amounts for each customer will be reset to ZERO.
Year-to-Date —	On an annual basis, the Accounts Receivable manager is responsible for executing the operation to Clear Customer Year-to-Date (YTD), figures. At that time, the Year-To-Date amounts for each customer will be reset to ZERO.
Last-Year —	On an annual basis, the Accounts Receivable manager is responsible for executing the operation to Clear Customer Year-to-Date (YTD), figures. At that time, the all the Year-To-Date amounts are shifted to the Last-Year amounts.

The following screen is displayed these statistical amounts for the customer:



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Clearing Customer PTD and YTD Operations

Failure to executed these functions at the start of a given month or year will render the Period-to-Date and Year-to-Date amounts inaccurate, and will effect the results reported in assorted analysis reports .

Customer PTD/YTD Statistics Screen — Field Definitions

Customer Account Balance	***$ 999,999,999,999.99***

As Sales, Cash and Finance charge transactions are recorded, this amount is updated. This field may be used as a Customer selection filter for the Customer List report. This field may be used as a Customer selection filter for the following reports.:

- A/R Aging Report
- Historic Aging Report
- A/R Overdue Analysis
- A/R Bulk Email Generator
- Dunning Letters
- Customer List
- O/P Customer Bill-To List
- O/P Customer Ship-To List
- Sales Analysis by Customer Type
- Sales Analysis by State/Province
- Sales Analysis by Sales Rep

Last Order Recorded	***(mmddyy)***

This is the date and the amount of the most recent P/I Invoice or O/P Invoice transaction that was recorded to the system for the customer. This field may be used as a Customer selection filter for the following reports.:

- A/R Bulk Email Generator
- Customer List
- O/P Customer Bill-To List
- O/P Customer Ship-To List

Last Payment Receipt	***(mmddyy)***

This is the date and the amount of the most recent Cash Receipt that was recorded to the system for the customer. This field may be used as a Customer selection filter for the following reports.:

- A/R Bulk Email Generator
- A/R Overdue Analysis
- O/P Customer Bill-To List
- O/P Customer Ship-To List

Sales, Costs and Commissions	***$ 999,999,999,999.99***

Records the accumulated Sales, Costs and Commissions totals of all Sales transactions posted in the A/R system, for each of the three periods. The system updates these fields, regardless of the date of the transaction. These fields are reset to ZERO when either the Clear Customer PTD or Clear Customer YTD functions are executed. ***(If you intend on relying on the Period-To-Date amounts, then you must be sure to execute the Clear Customer PTD function at the end of every calendar month).***

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Highest Account Balance	***$ 999,999,999,999.99***
As Sales, Cash Receipts and Finance Charges are recorded to the A/R system, the Account Balance field is updated. If that Account Balance is greater that this fields amount, then it becomes the new Highest Account Balance.	
Invoice Count	***9(6)***
The represents the total number of Invoices that have been fully paid and cleared from the Accounts Receivable system. This counter is updated when the Purge Accounts Receivable function is executed.	
Average # of Days following Invoice Dates	***9(3)***
This counter is updated when the Purge Accounts Receivable function is executed. For each Invoice, the number of days between the Invoice Date and the last Cash Receipt applied to it is determined. This is then used to compute the running average to reflect the Average Number of Days that elapses before this customer's invoices are paid up.	
Average # of Days following Due Dates	***9(3)***
This counter is updated when the Purge Accounts Receivable function is executed. For each Invoice, the number of days between the Invoice Due Date and the last Cash Receipt applied to it is determined. This is then used to compute the running average to reflect the Average Number of Days that elapses before this customer's invoices are paid up.	
Total Short Pay (Loss) Credits given	***$ 99,999,999.99***
Records the accumulated total value of Credits, (or losses), that have been entered to remove unpaid Short Paid Invoices from the A/R Open Items file. These credits are generated, as an option, when the A/R Overdue Analysis report is generated.	
Short Paid Documents Count	***9(6)***
Records the accumulated total number of documents that have had Credits, (or losses), entered against them in order to be removed from the A/R Open Items file. These credits are generated, as an option, when the A/R Overdue Analysis report is generated.	

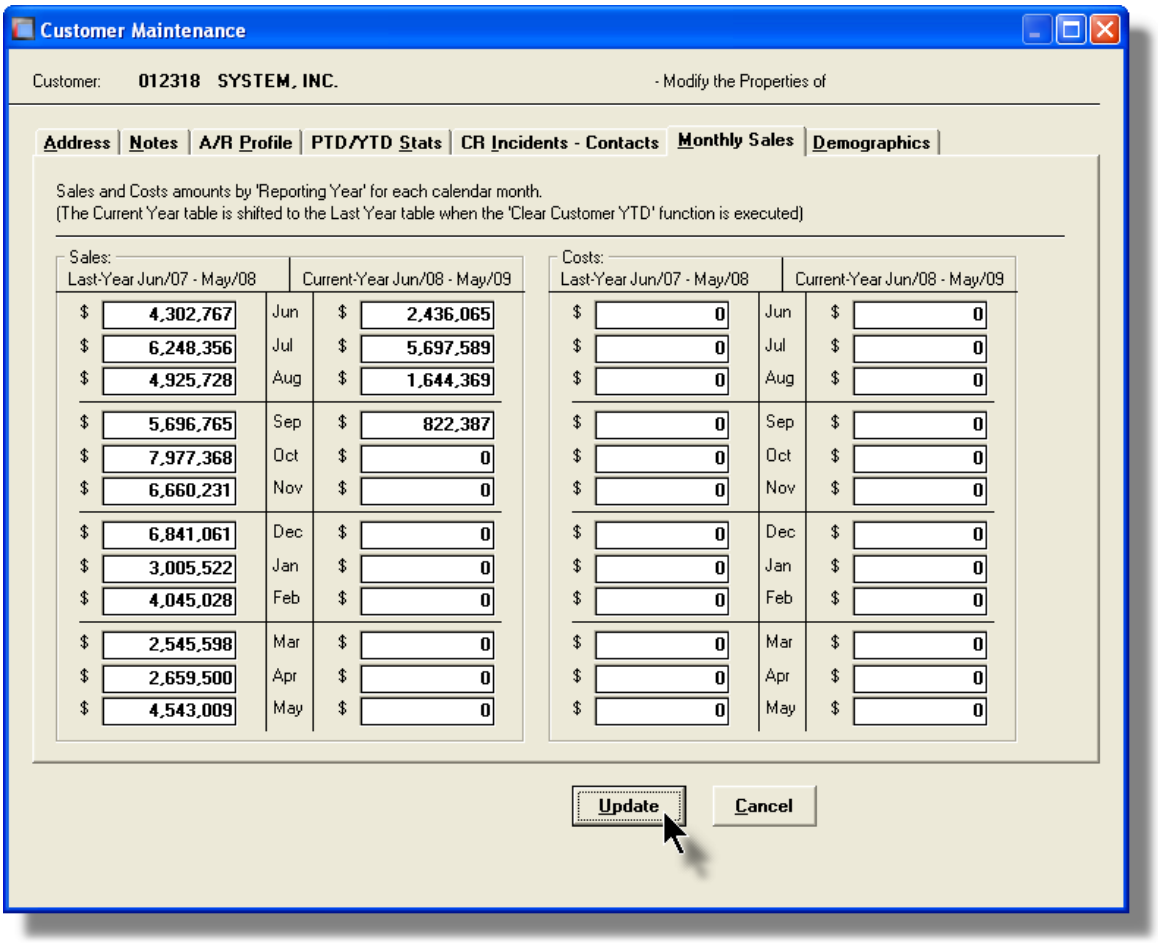
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6.6.1.6 Customer Monthly Sales Statistics

Customer Monthly Sales Statistics — Display Screen

As Sales transactions are entered and posted to the Accounts Receivable, based on the Transaction Date, the appropriate monthly totalling field is updated. This screen displays the Total Sales and Total Costs for each month of the calendar year for the customer.

The first month reported corresponds to the **First month of Sales Reporting Year** that is defined in the A/R Control Preferences 475.
The following screen is displayed these statistical amounts for the customer:



Clearing Customer YTD Operations

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Failure to executed this function at the start of the year will render these monthly figures inaccurate. However, you may execute the **Recalculate Customer Sales Statistics** operation to have these figures recomputed.

6.6.1.7 Credit Incidents & Contact History

Customer Credit Incidents - Contacts — Display Screen

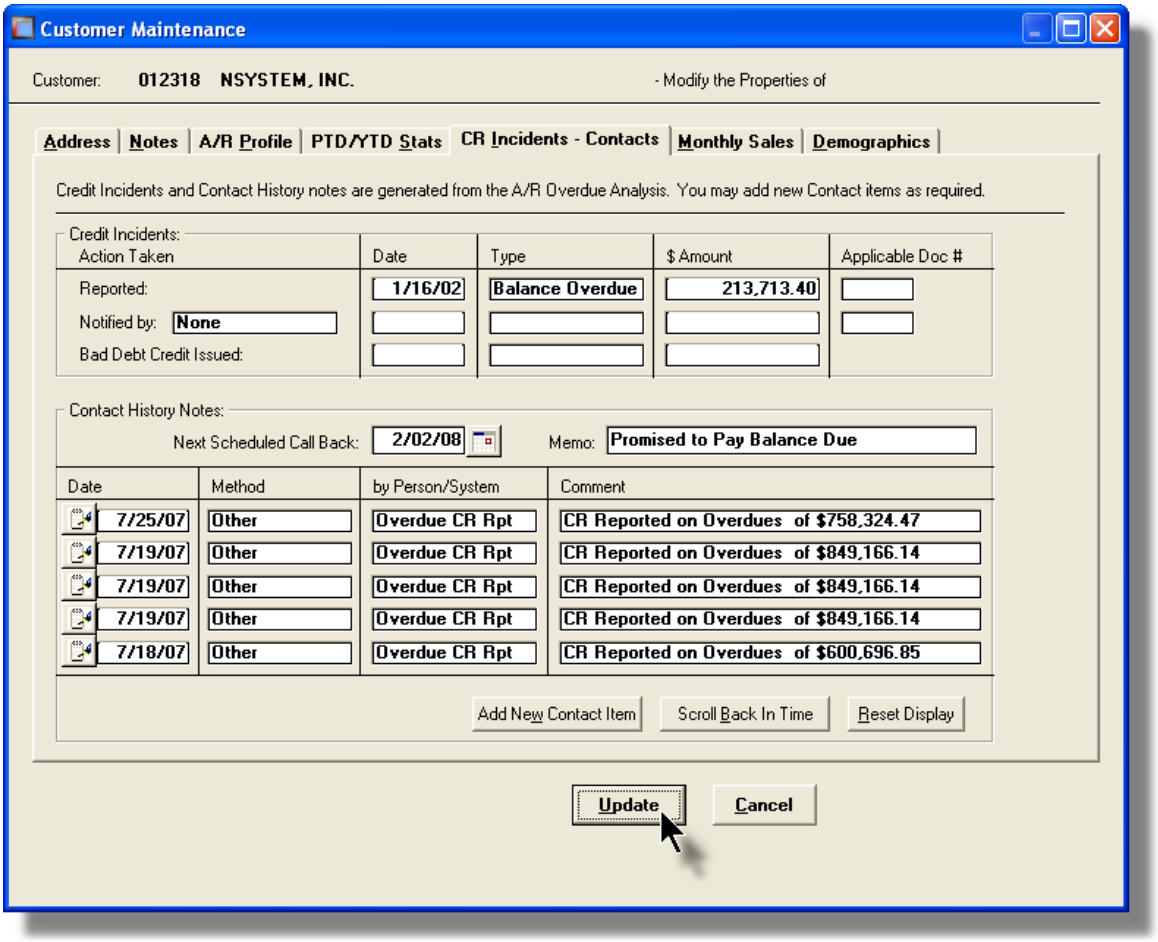
This screen reports two types of history for the customer.

1) Credit Notification Incidents — As customers are identified as having Overdue Open Items, Short Pays, or Unpaid Finance Charges, that are reported when the A/R Overdue Analysis function is executed, these fields are updated.

2) Contact History — As customers are contacted, either directly by telephone or from the A/R Overdue Analysis function, this event may be recorded as Customer Contact. The date, method, user and a brief comment may be entered. By default, only the last 5 items are displayed, however, you may scroll back in time to view earlier contacts history.

The following screen is displayed these history of these Credit or Contact events for the customer:

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The list of Customers report, that may be generated from the Customer Maintenance application, has as one of it's selection options the Next Scheduled Call Back. It also provides for the inclusion of customers that have, or have not, has a Credit Incident recorded since a particular date. As such, the Customer Listing report provides the means to generate a ***Customer Call Back*** list.

A/R Overdue Analysis Function

These fields are updated when the Overdue Analysis function is executed for Credit Warnings, Credit Notifications, or when Writeoff Credits are issued. And then, only if the option to record the even, and/or update the Last Credit Incident fields is checked.

Customer PTD/YTD Statistics Screen — Field Definitions

Credit Incidents - Action Taken	
The credit incident is generated, and recorded to these fields when the A/R Overdue Analysis report is generated. When that function executes, it either produces a list of the customers, generates a notification letter, or automatically generates a customer Credit. The event is recorded in the applicable row of the table.	

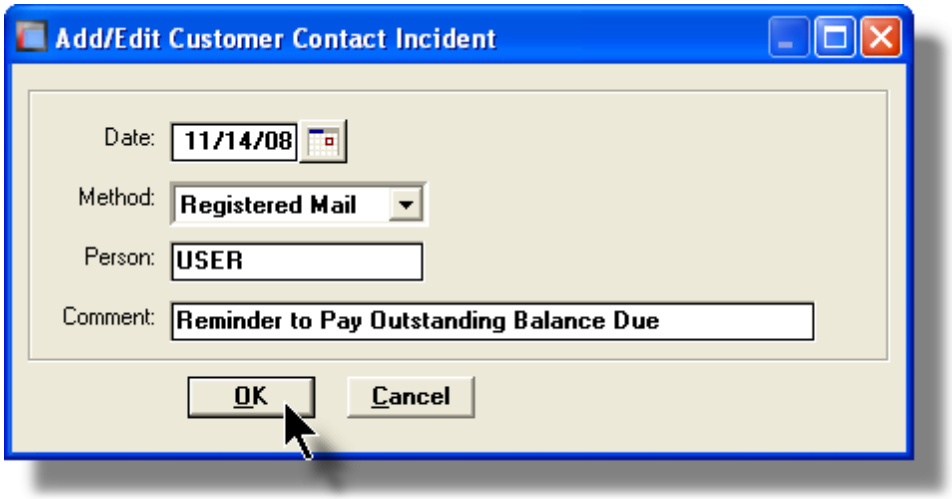
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Credit Incidents - Date / Type / Amount / Doc #	
This is the date, the reason, the amount and, if applicable, the Invoice number for which the incident was recorded.	
Next Scheduled Call Back - Date	***(mmddyy)***
This date may be set by the operator to signal the next time that this customer is to be contacted. This field may be used by both the Customer List report that is generated from the Customer Maintenance function, and by the Bulk Email Generator routine. As a selection filter, the operator may specify to list, or email, only those customers with a Call Back Date set within a certain date range. This field may be automatically set by the A/R Bulk Email Generator function.	
Next Scheduled Call Back - Memo	***X(30)***
This field may be used to record a brief reason as to why the customer should be called back.	
Contact History Notes	
As customers are contacted, either directly by telephone or from the A/R Overdue Analysis function, this event may be recorded as Customer Contact. The date, method, user and a brief comment may be entered. By default, only the last 5 items are displayed, however, you may scroll back in time to view earlier contacts history. Click the applicable buttons to Add a New Contact item, or Scroll back to display previously recorded items, or Reset the Display back to the most recent 5 items to be displayed.	

Customer Contact Incident — Screen

The following screen is presented to record information about the Customer Contact:

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Contact Incident Screen — Field Definitions

Date	***(mmddyy)***
Record the date of the incident.	
Method	***drop-down list***
Record the method the customer was contacted.	Fax Phone E-Mail Courier Registered Mail Other
Person	***X(15)***
Record the person who dealt with the incident.	
Comment	***X(40)***
Enter a brief description.	

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6.6.1.8 Customer Demographic Codes Screen

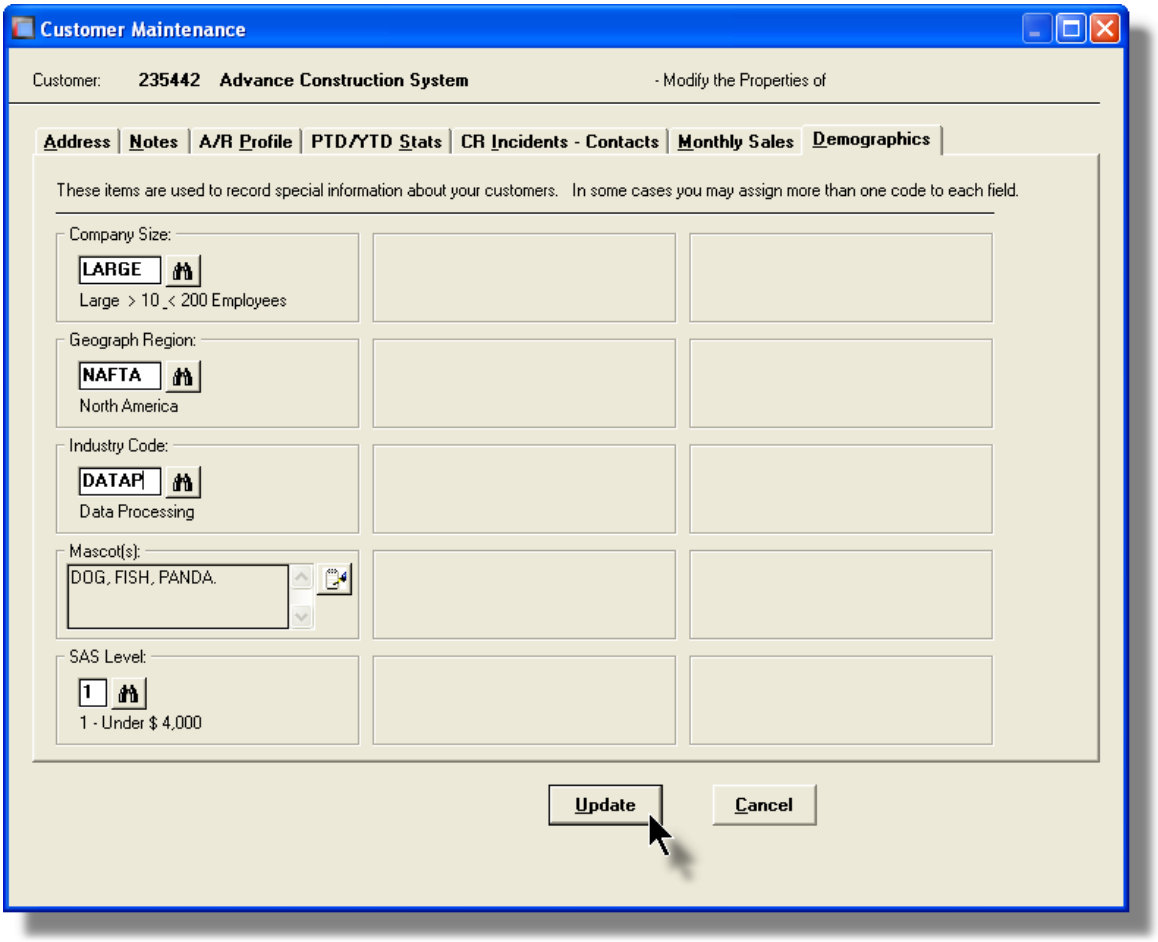
Customer Demographics — Entry Screen

Customer Demographics are codes that have been developed by you Accounting or Information Systems managers. They are meant to provide user defined properties that may not already be standard with the Series 5 Accounts Receivable system. Each particular code is created using the Define Customer Demographic Codes Maintenance 485 function.

This screen is used to identify the codes that pertain to this customer. For some of the codes, you may be able to select multiple values. (This is a property of the particular code).

The following screen is displayed for to enter or modify the Demographic codes for the customer:

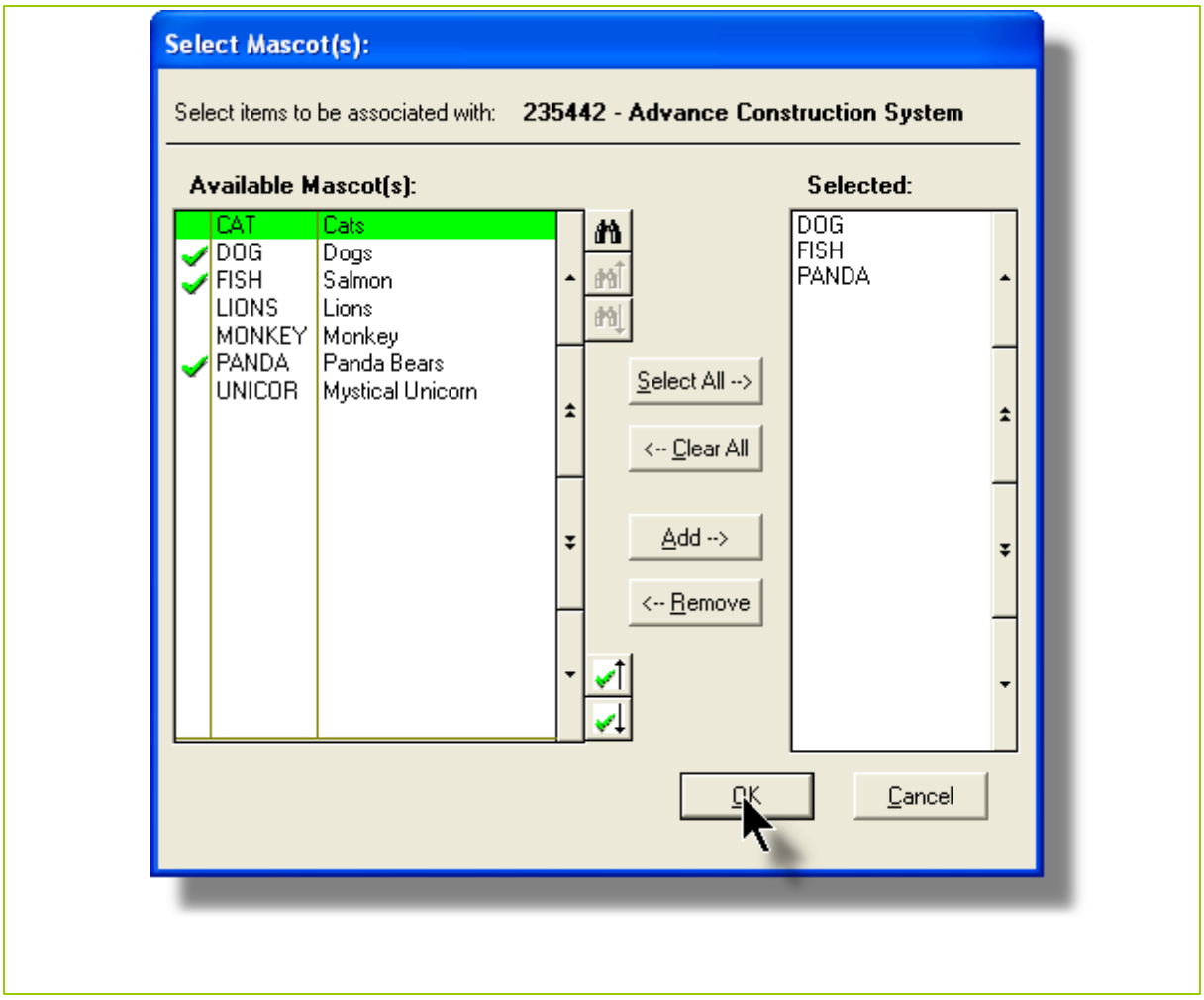
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Customer Demographic Codes Screen — Field Definitions

Xxxxxx Code - Single Value	***X(whatever)***
For those codes that are allowed only one value, the field is presented. A Lookup Icon is also displayed if you wish to select the given code from a list.	
Xxxxxx Code - Multiple Values	***X(whatever)***
When the Demographic code is defined as allowing multiple values to be assigned to each customer, then a slightly different field is displayed. To edit the list of codes, click the edit icon, and from the window displayed, you can double-click a particular item in the left hand side of the screen.	

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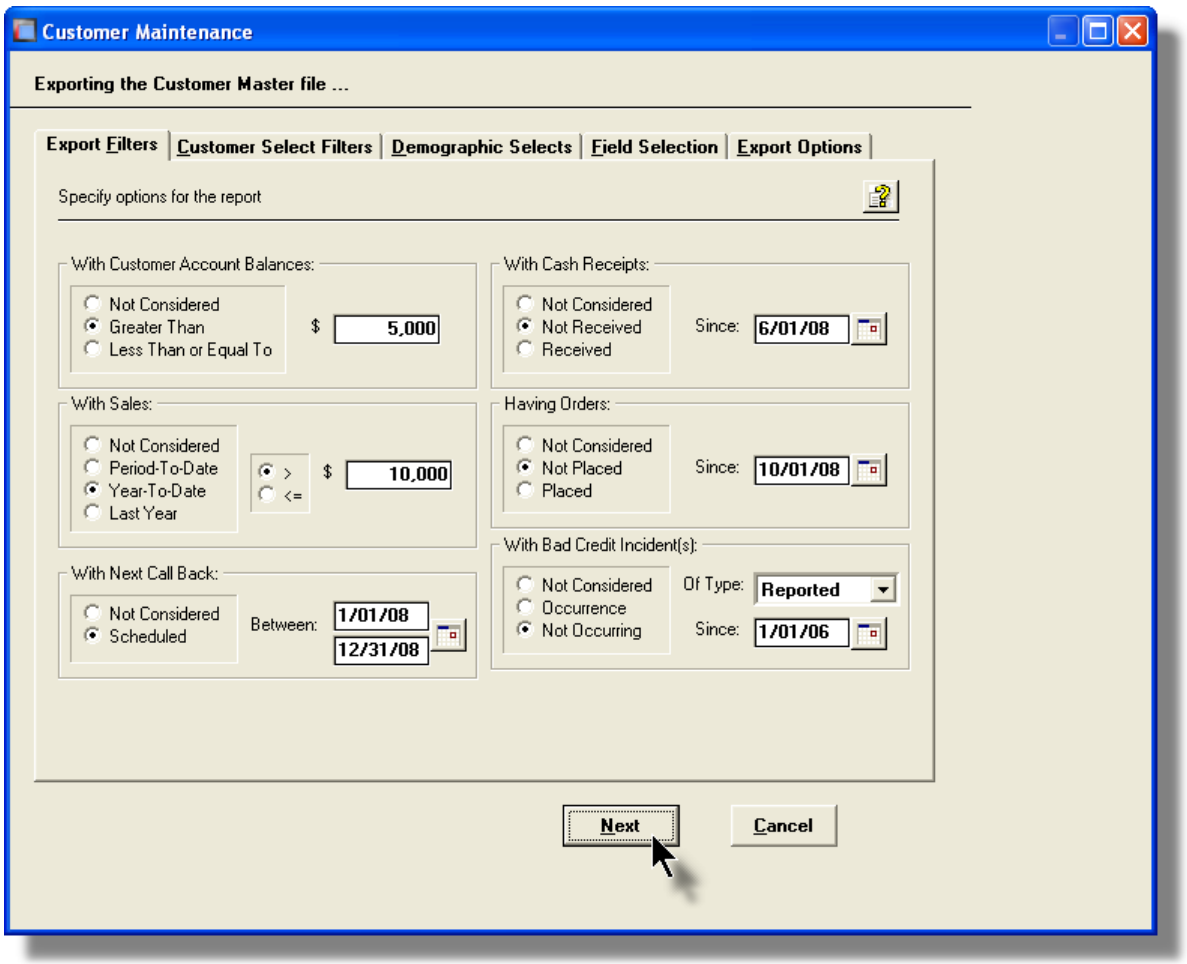
6.6.1.9 Reporting & Exporting Filters Screen

The Customer List Report and Customer Data Export functions display a filters screen that provide a number of different selection parameters. If you are wanting to select only a few customers that satisfy a particular set of criteria, it's quite possible that it can be done using this screen. In particular, the following values may be used to refine the selection of Customers:

- Customer Account Balance

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- Customer Sales Totals
- Call Back Dates
- The last Date that a Customer Payment was received
- The last Date that an Order was placed



Generic Customer Selection Filters

In addition to the selection filter fields described in this topic, the Generic Customer Filters 103 screen and the Customer Demographics Filters 108 screen will also be presented, providing additional fields to refine the selection criteria.

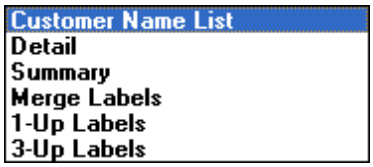
The Customer Name List, Detail List or Summary List, if archived, will be catalogued with a report name of **CUSTOMER.RPT**. The Customer Merge Labels file, will be created with a

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name of **CUSTMERG.WPM**. 1-Up and 3-Up labels, are created named **CUSTLBLS.LST**. The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

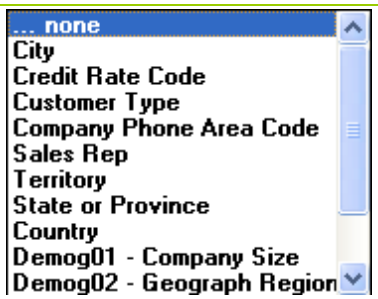
When Customer are exported, the default name assigned will be **CUSTEXT.XLS** .
The Export Options tab screen will be displayed, from which you can select to direct the output to an MS Excel spreadsheet, CSV text file, or a Tab-delimited text file. *(Refer to the topic titled Data Export Functions 94 for full details).*

Field Definitions

Report Type	
Choose the type of listing to be generated. • Name List — shows Name, city, state, phone, fax and contact. • Detail — shows all available information about the Customer including YTD statistics • Summary — Name, address, Purchases YTD and Last Year, Status and primary Contact • Merge Labels — A Word Merge address file with each entry as follows: ***Company Name*** ***Customer Code*** ***Address Line 1*** ***Address Line 2*** ***City*** ***State*** ***ZIP*** ***Country*** ***Contact Name*** • 1-Up Labels — Address Labels in 1 column • 3-Up Labels — Address Labels in 3 columns	
Customers Grouped By	**drop-down list**
To have the Customers listed grouped by one of	

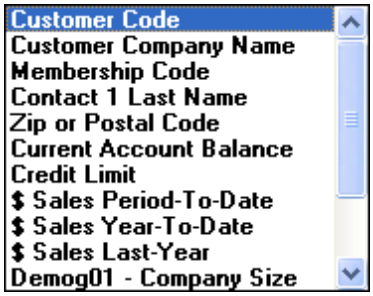
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the available fields. A new page is started for each unique occurrence of the selected group, along with subtotals at the end. *(Not presented as a field when exporting Customers)*



Customers Sorted By — **drop-down list**

To have the Customers listed sorted by one of the available fields. If Customers were grouped, they are sorted within the group as well.*(Not presented as a field when exporting Customers)*



Customer Account Balance $ Amount — ***radio-buttons***

To select only those customers whose Account Balance amount falls within a particular range, click the desired compare function and enter the amount to be compared with.

- (•) Not Considered
- ( ) Greater Than
- ( ) Less Than or Equal

Accumulated Sales $ Amount — ***radio-buttons***

To select only those customers whose total $ Sales amounts for a particular period falls within a particular range, click the desired Period, and compare function, and enter the amount to be compared with.

- (•) Not Considered
- ( ) Period-To-Date
- ( ) Year-To-Date
- ( ) Last Year

Next Scheduled Call Back Date — ***radio-buttons and (mmddyy)***

To select only those customers with a Call Back Date defined for a particular period, click the appropriate button, and enter the range of dates to which it should be tested against.

- (•) Not Considered
- ( ) Scheduled

You may click the calendar icon to select a pre-

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defined period.

Date of Last Cash Receipt	*radio-buttons and (mmddyy)*
To select only those customers that you have, or have not, received a payment from relative to a particular date, click the appropriate button, and enter the date to be tested against.	(•) Not Considered ( ) Not Received ( ) Received

Date of Last Order Recorded	*radio-buttons and (mmddyy)*
To select only those customers that you have, or have not, received an Order for in the Series 5 Customer Order Processing system, or generated an Invoice in the Series 5 Professional Invoicing system, click the appropriate button, and enter the date to be tested against.	(•) Not Considered ( ) Not Placed ( ) Placed

Date of Last Bad Credit Incident	*radio-buttons and (mmddyy)*
To select only those customers who have had a Bad Credit Incident recorded relative to a particular date, click the type of incident and enter the date to be tested against.	(•) Not Considered ( ) Occurring ( ) Not Occurring

6.6.1.10 Customer Properties Export

The Series 5 system provides for the capability to export Customers data to a spreadsheet. The Spreadsheet Export function lets you output selected fields of the Customers to spreadsheet. Once output to a spreadsheet, assorted analysis can be performed, or data can be easily moved to a Microsoft Access data file.

The interface is accomplished by generating ASCII text or Excel Workbook files, which in turn are populated. The data associated with any given field is stored in a column on the spreadsheet. The data for a given account is stored in row. The types of text files supported include the following:

- **MS Excel Workbooks**
- **Tab Delimited Text**

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- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

The export option presents the operator with the standard Customer Select Filters 103 screen. This allows you to select specific or a range of Customers, Customers for selected Customer Types or Sales Representatives, or Customers matching a number of assorted properties.

Some points to note when exporting Customers:

- A heading row is output to the spreadsheet.

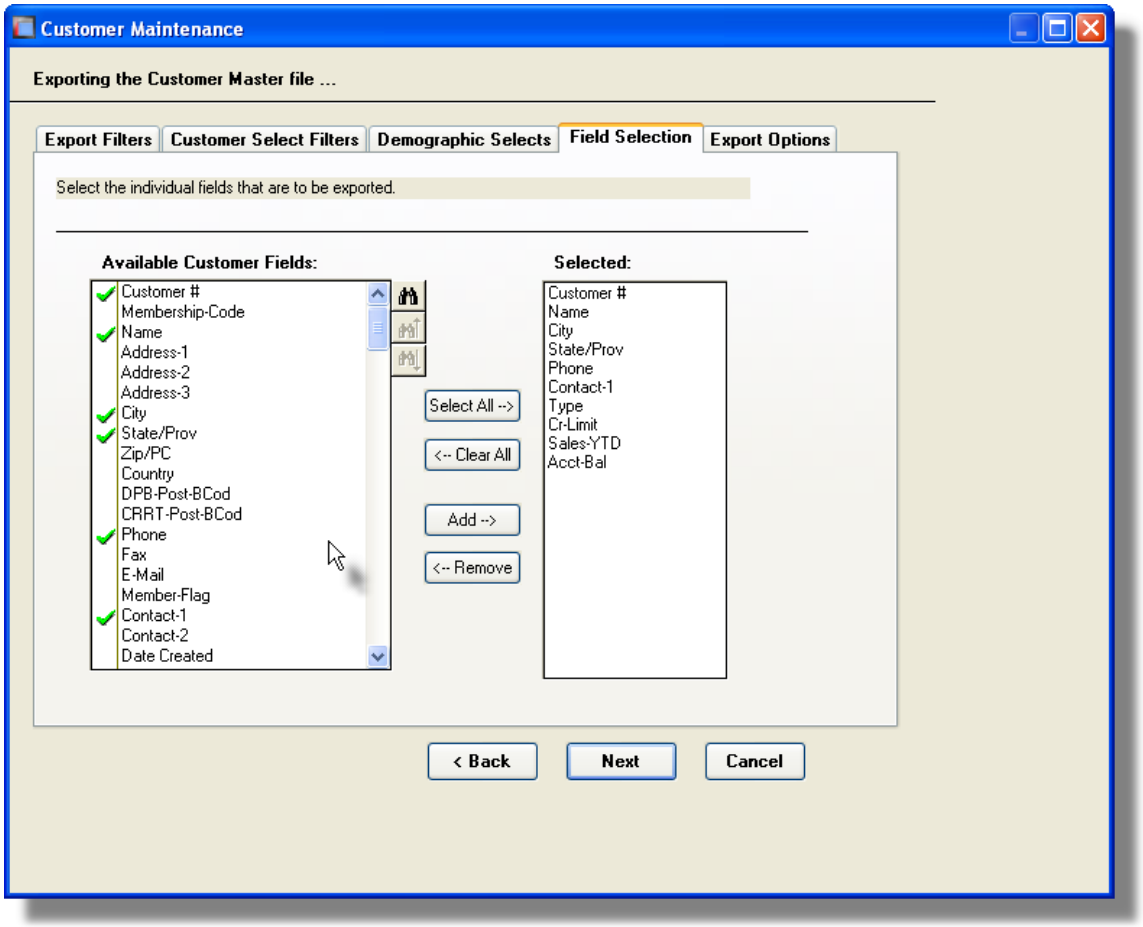
The standard Series 5 Export Options screen 94 will be displayed, from which the Type of Output, the target Folder, and the Filename may be specified. By default, the output filename is **CUSTEXT.XLS**. You may click the Browse button to locate a different folder and input file.

Customers Export - Field Selection

There are many different fields that are associated to a Customer. To be able to select specific fields to output would be a nice feature .... would it not. Well, guess what, you can select the fields you want.

The following screen is displayed from which selected fields may be selected. On the left side of the screen, double click to have a particular field included, or excluded.

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6.6.1.11 Customer Data Import

The Series 5 system provides for the capability to import Customers data from a spreadsheet. The Spreadsheet Import function lets you input your Customer properties from a spreadsheet or tab-delimited file.

The interface is accomplished by reading a selected ASCII text or Excel Workbook files, which you had created manually, or created by some other means. The data associated with any given field is loaded from a column on the spreadsheet. The data for a given Customer is loaded from a row. The types of text files supported include the following:

- **MS Excel Workbooks**
- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

Some points to note when importing Customers:

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- A heading row with **CUSTOMER** or **Customer** or **CUST** or **Cust** in column 1 will be ignored
- Blank rows are ignored

The standard Series 5 Import Options screen 99 will be displayed, from which the Type of Input, the target Folder, and the Filename may be specified. By default, the input filename is **Customer_Properties.XLS**. You may click the Browse button to locate a different folder and input file.

Customer Properties Import Data Formats

For Customer data that are imported, the following fields are input from an Excel spreadsheet, a tab-delimited text file, or a CSV text file.

Column #	*Excel Column*	*Field*	*Format*
1	A	Customer Code	X(6)
2	B	Name	X(40)
3	C	Address Line 1	X(40)
4	D	Address Line 2	X(40)
5	E	Address Line 3	X(40)
6	F	City	9(5)
7	G	State/Province	X(5)
8	H	ZIP/Postal Code	X(10)
9	I	Country	X(20)
10	J	Phone	X(16)
11	K	Fax	X(16)
12	L	E-Mail	X(40)
13	M	Membership Code (OWID#)	X(15)
14	N	Contact-1 Salutation 1st Name Last Name *(optional salutation)*	X(30)
15	O	Contact-1 Email Address	X(120)
16	P	Contact-2 Salutation 1st Name Last Name *(optional salutation)*	X(30)
17	Q	Contact-2 Email Address	X(120)

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18	R	Remit Code	X(6)
19	S	Sales Rep Code	X(3)
20	T	Territory Code	X(5)
21	U	Customer Type Code	X(5)
22	V	Tax Code 1	X(6)
23	W	Tax Code 2	X(6)
24	X	Ship-Via Code	X(4)
25	Y	E-Mail Option (N - None, C - Customer's Email 1 or 2 - use Contact's 1 or 2 Email)	N,C,1 or 2
26	Z	Calculate Finance Charges ?	Y or N
27	AA	Multiple Statements (No, by Attention-To, by User-Code or by Project)	N, A, U or P
28	AB	Statement Item Groups (No, by Attention-To, by User-Code or by Project)	N, A, U or P
29	AC	User Demographic Code 1	X(6)
30	AD	User Demographic Code 2	X(6)
31	AE	User Demographic Code 3	X(6)
32	AF	User Demographic Code 4	X(6)
33	AG	User Demographic Code 5	X(6)
34	AH	User Demographic Code 6	X(6)
35	AI	User Demographic Code 7	X(6)
36	AJ	User Demographic Code 8	X(6)
37	AK	User Demographic Code 9	X(6)
38	AL	User Demographic Code 10	X(6)
39	AM	User Demographic Code 11	X(6)
40	AN	User Demographic Code 12	X(6)
41	AO	User Demographic Code 13	X(6)
42	AP	User Demographic Code 14	X(6)
43	AQ	User Demographic Code 15	X(6)

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When loading the Customers from a spreadsheet, you may also specify a pre-defined processing directive in column A.

%RADD% – All Customer codes for the rows following will be 1st deleted from the system, then updated with the new fields provided. (Note that all data including PTD, YTD and Monthly statistics data is lost)

%DELE% – All Customer codes for the rows following will be deleted from the system and not replaced. Only the Customer Code needs to be specified in column 1 of the input spreadsheet.

%UPDT% – A single field for the specified Customer codes will be updated. The field to be updated is indicated with the code that is read from the 2nd column in the row the %UPDT% directive is found. The following codes in column B are recognized:

CUST-TYPE	- for the Customer Type Code
SALES-REP	- for the Sales Rep Code
TAX-CODE1	- for Tax Code 1
TAX-CODE2	- for Tax Code 2
SHIP-VIA	- for the Ship-Via Code
TERRITORY	- for the A/R Territory Code
TERMS-CODE	- for the A/R Terms Code

In the rows following, specify the Customer Code in column A, and the new value for the designated field in column B of the input spreadsheet

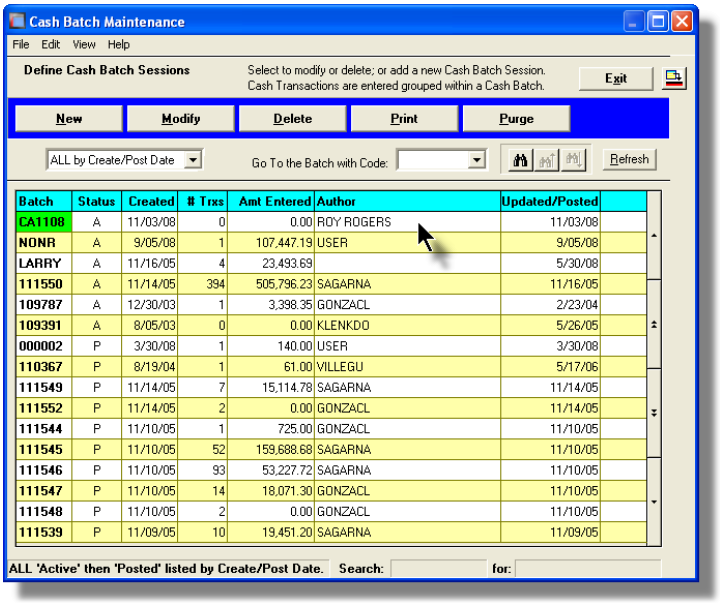
6.6.2 Cash Batch Maintenance

User Demographic Code 1Customer Payment transaction information is entered into the system using a Cash Receipt. A group of transactions are entered together under the control of a Cash Receipts Batch. Each Batch has a unique code or number assigned either automatically or by the user. Control parameters may be assigned to each batch if desired. Batches may be created using this menu function, or directly from the Cash Receipts Entry operation. Different operators can be working in different batches of Cash Receipts at the same time, and any batch may be posted independent from the others.

Cash Batch Codes Grid

Cash Batches are maintained using a Series 5 grid processing screen.

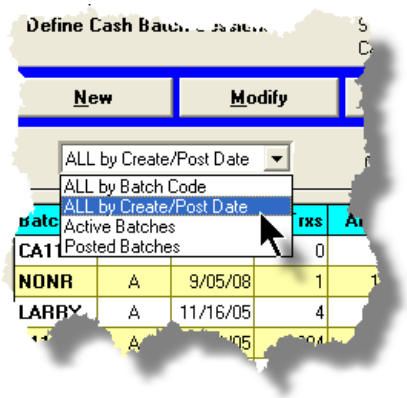
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	"Fast Buttons"
New	Add a new Cash B
Modify	Modify the Cash B highlighted in the g
Delete	Delete the Cash B highlighted in the g
Print	Generate a report Cash Batches alre
Purge	Remove all Cash that have been co and posted over a date range

Edit an existing Cash Batch by double-clicking it's associated row. Standard Series 5 grid controls apply.

You may choose to have the Batches in the grid displayed sorted in a variety of different ways. Click on the List by list-box to select the desired sort:



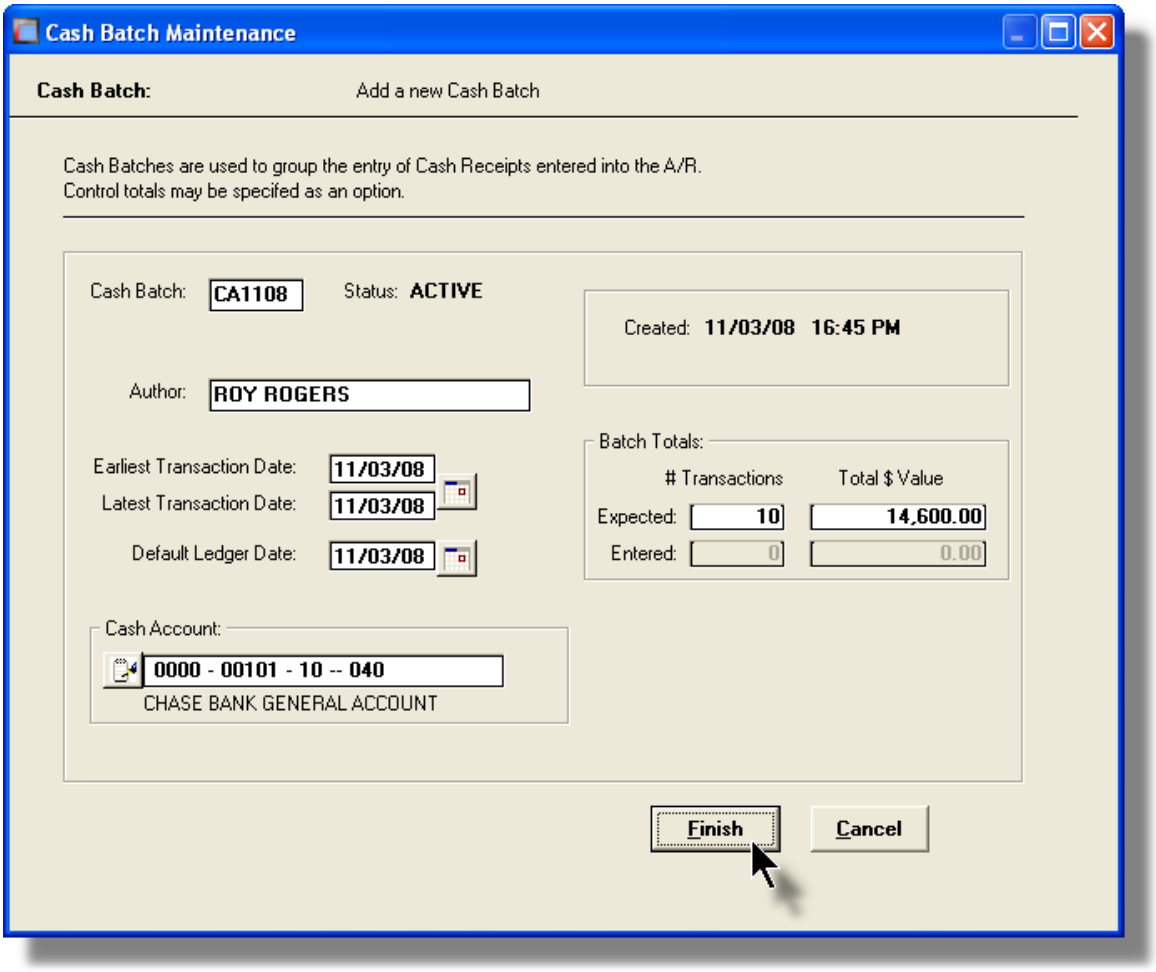
Operational Tip

You can select to list only the Active Batches, or only the Posted Batches, to reduce the items actually being displayed.

Cash Batch - Properties Screen

The properties for each Cash Batch are defined with the following screen:

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Operational Tip

You can edit the properties for the batch while executing the Cash Receipts Entry function. From the Cash Entry grid screen, on the menu bar, click Edit, then from the drop down menu, click on **Edit Cash Batch Properties**.

Field Definitions

Cash Batch Code	***X(6)***
This is the code assigned to the Cash Batch. It can be either numeric, or alphanumeric. There should not be any spaces or punctuation in the batch code, as it is used within the name of one of the Series 5 data files. If you wish to have the system automatically assign a unique numeric Batch code, press the F1 function key.	
Author	***X(24)***
For information purposes to record the operator that created the Batch.	

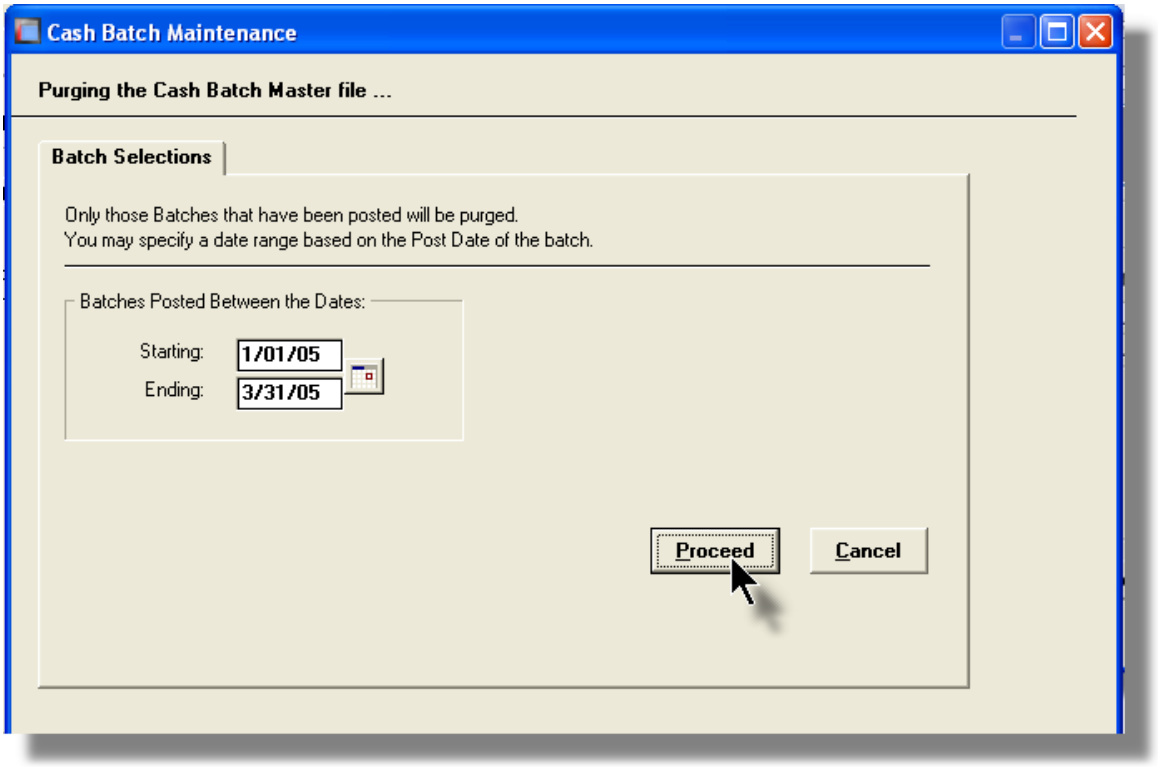
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Earliest/Latest Transaction Date	***(mmddyy)***
When transactions are entered for this batch, they must fall within the starting and ending dates entered.	
Default Ledger Date	***(mmddyy)***
When a Cash transaction is entered for the batch, this date will be automatically assigned as the Ledger Date. When associated G/L distributions are generated, this is the date that is used. When the transaction is entered, a different date may be entered.	
Cash Account	***9(18)-9(5)***
If the Accounts Receivable system has been set up with multiple Cash Accounts, then when a Cash transaction is entered for the batch, one of the fields to be entered is the G/L Cash Account to which the cash distribution is to be recorded to. The Cash Account entered here will be presented as the default. When the transaction is entered, a different account may be chosen.	
Batch Totals - Expected # of Transactions	***9(6)***
Enter the number of Cash Receipts that are to be entered under this batch. If when the batch is posted, if the number of transactions entered does not equal this amount, a warning screen is presented, and the operator must indicate that it is OK to proceed. The Cash Receipts function will not allow more transactions than is specified here to be entered.	
Batch Totals - Expected Total $ Amount	***999,999,999.99-***
Enter the total dollar value of all Cash Receipts that are to be entered under this batch. If when the batch is posted, if the value of the transactions entered does not equal this amount, a warning screen is presented, and the operator must indicate that it is OK to proceed. While entering Cash Receipts, if this amount is exceeded, a warning message will be displayed.	

Cash Batch - Purge Screen

When selecting to have the Cash Batches purged, the following screen is presented:

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Field Definitions

Starting/Ending Dates Posted	*(mmddyy)*
When Cash Batches are purged, only those that have been posted between the dates specified, will be deleted.	

6.6.3 Sales Batch Maintenance

Customer Sales transaction information is entered into the system using a Sales Transaction. The types of transactions include the following:

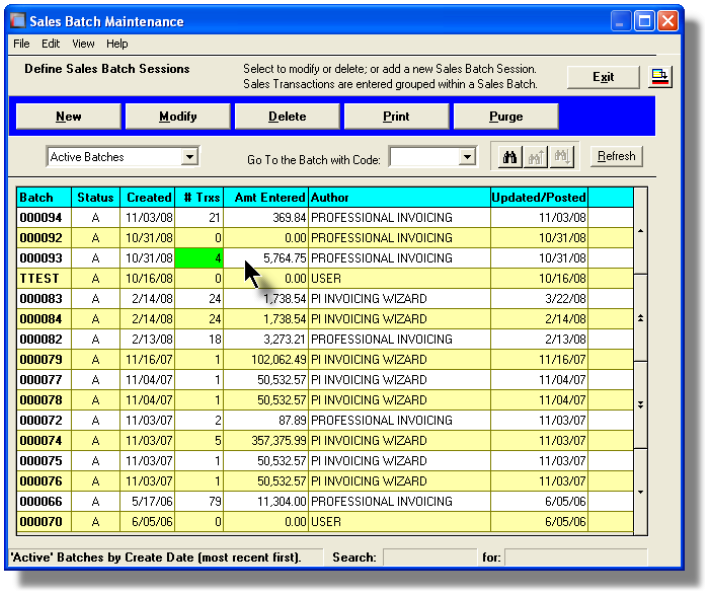
- Invoices
- Prepaid Invoices
- Credits
- Debits
- Finance Charges
- Refunds

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A group of transactions are entered together under the control of a Sales Transactions Batch. Each Batch has a unique code or number assigned either automatically or by the user. Control parameters may be assigned to each batch if desired. Batches may be created using this menu function, or directly from the Sales Transactions Entry operation. Different operators can be working in different batches of Sales Transactions at the same time, and any batch may be posted independent from the others.

Sales Batch Codes Grid

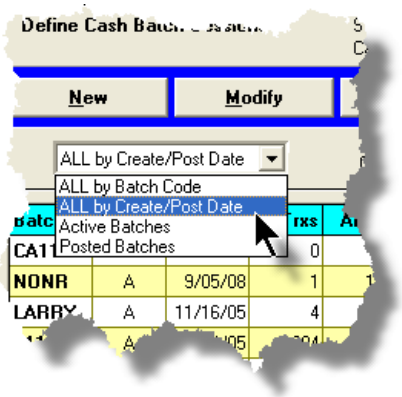
Sales Batches are maintained using a Series 5 grid processing screen.



	"Fast Buttons"
New	Add a new Sales Ba
Modify	Modify the Sales Ba highlighted in the gri
Delete	Delete the Sales Ba highlighted in the gri
Print	Generate a report lis Sales Batches alre file
Purge	Remove all Sales B that have been com and posted over a s date range

Edit an existing Sales Batch by double-clicking it's associated row. Standard Series 5 grid controls apply.

You may choose to have the Batches in the grid displayed sorted in a variety of different ways. Click on the List by list-box to select the desired sort:



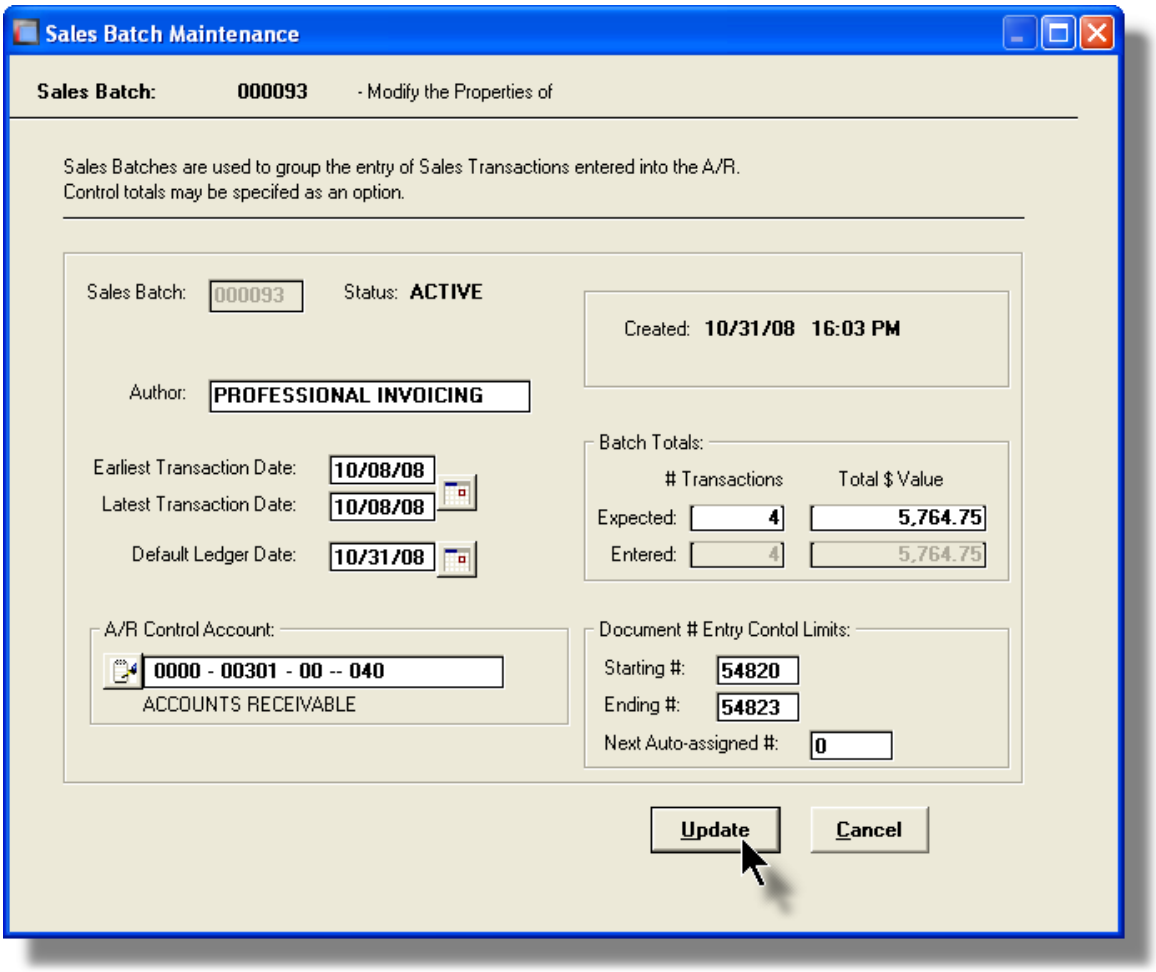
Operational Tip

You can select to list only the Active Batches, or only the Posted Batches, to reduce the items actually being displayed.

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Sales Batch - Properties Screen

The properties for each Sales Batch are defined with the following screen:



Operational Tip

You can edit the properties for the batch while executing the Sales Transactions Entry function. From the Sales Entry grid screen, on the menu bar, click **Edit**, then from the drop down menu, click on **Edit Sales Batch Properties**.

Field Definitions

Sales Batch Code	***X(6)***
This is the code assigned to the Sales Batch. It can be either numeric, or alphanumeric. There should not be any spaces or punctuation in the batch code, as it is used within the name of one of the Series 5 data files. If you wish to have the system automatically assign a unique numeric Batch code, press the F1 function key.	

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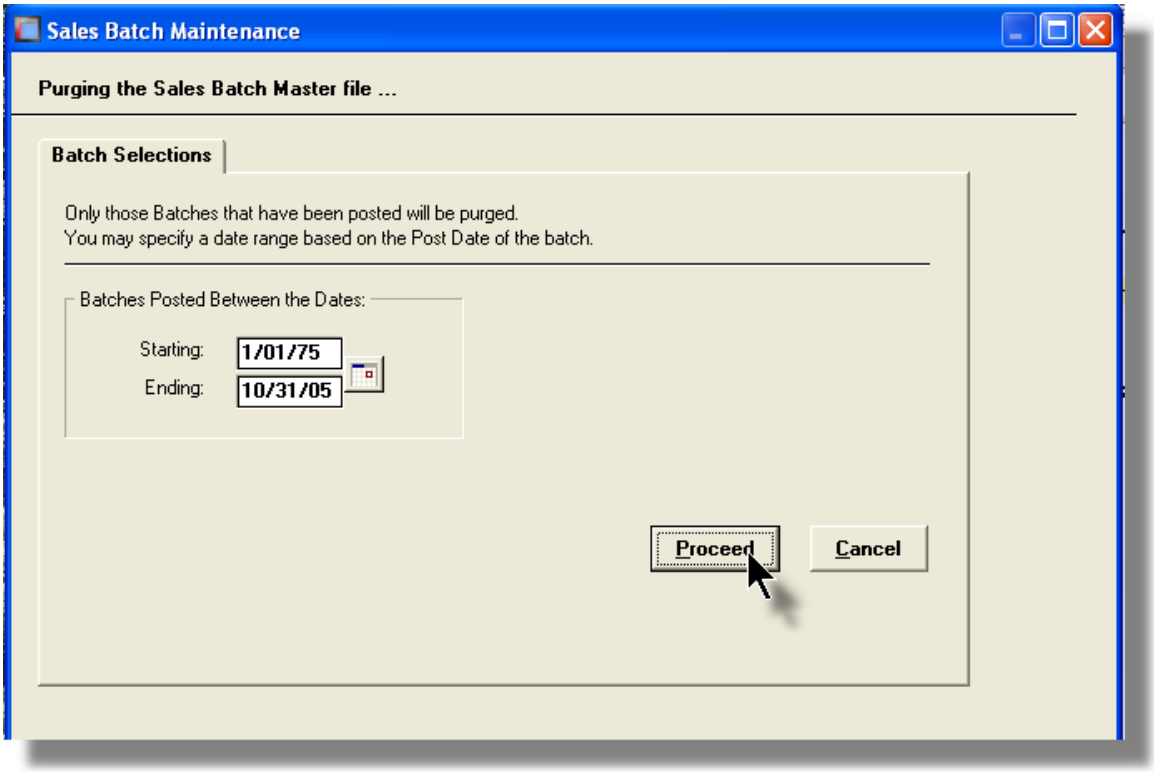
Author	***X(24)***
For information purposes to record the operator that created the Batch.	
Earliest/Latest Transaction Date	***(mmddyy)***
When transactions are entered for this batch, they must fall within the starting and ending dates entered.	
Default Ledger Date	***(mmddyy)***
When a Sales transaction is entered for the batch, this date will be automatically assigned as the Ledger Date. When associated G/L distributions are generated, this is the date that is used. When the transaction is entered, a different date may be entered.	
A/R Control Account	***9(18)-9(5)***
If the Accounts Receivable system has been set up with multiple A/R Control Accounts, then when a Sales transaction is entered for the batch, one of the fields to be entered is the G/L A/R Control Account to which the Sales transaction is recorded to as a receivable. The A/R Control Account entered here will be presented as the default. When the transaction is entered, a different account may be chosen.	
Batch Totals - Expected # of Transactions	***9(6)***
Enter the number of Sales Transactions that are to be entered under this batch. If when the batch is posted, if the number of transactions entered does not equal this amount, a warning screen is presented, and the operator must indicate that it is OK to proceed. The Sales Transactions function will not allow more transactions than is specified here to be entered.	
Batch Totals - Expected Total $ Amount	***999,999,999.99-***
Enter the total dollar value of all Sales Transactions that are to be entered under this batch. If when the batch is posted, if the value of the transactions entered does not equal this amount, a warning screen is presented, and the operator must indicate that it is OK to proceed. While entering Sales Transactions, if this amount is exceeded, a warning message will be displayed.	
Document Entry Control - Starting/Ending Doc #	***9(8)***
When transactions are entered for this batch, they must have a document number assigned to them that fall within the starting and ending dates specified.	

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Document Entry - Next Auto Assigned Doc #	***9(8)***
In the Sales Transaction entry function, when transactions are entered for this batch, the Document Number may be automatically assigned. This field is used to provide the next number that would be assigned.	

Sales Batch - Purge Screen

When selecting to have the Sales Batches purged, the following screen is presented:



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Field Definitions

Starting/Ending Dates Posted	*(mmddyy)*
When Sales Batches are purged, only those that have been posted between the dates specified, will be deleted.	

6.6.4 A/R Account Codes Maintenance

All G/L Accounts that may have distributions generated from the Accounts Receivable system must be defined and maintained using this function. This includes all Cash, Discount, Expense Distributions and Accounts Payable Control accounts. In effect, validating all A/R accounts provides a system-wide safeguard against operators accidental entering an invalid, or non-existent account.

The A/R Accounts defined here are listed in the Series 5 A/R Accounts LOV Lookup 65 window.

Loading Accounts from the G/L Chart-of-Accounts

All G/L Accounts in the Series 5 system must normally always be defined in the G/L system. It may seem redundant having to define them in the A/R as well. However there are many arguments in support to having the applicable A/P accounts ONLY defined within the A/R.

To make it easier to support, the system offers a function that will copy all posting accounts defined within the G/L's Chart-of-Accounts to the A/P account validation file.

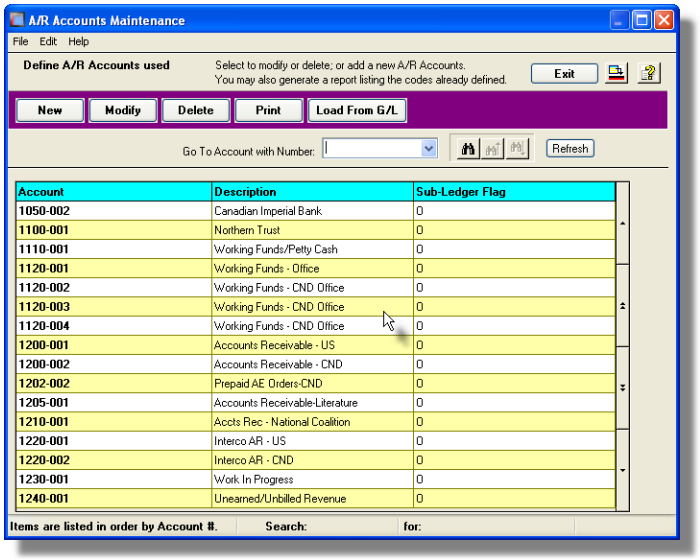
Click the **Load From G/L** push button found on the "Fast Buttons" frame.

The A/R Account Codes Maintenance function is accessed from the A/R Main menu, by select **A/R Accounts...** from the **Codes Maintenance** drop-down menu.

A/R Account Codes Maintenance Grid

A/R Accounts are maintained using a Series 5 grid processing screen.

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"Fast Buttons"	
New	Add a new A/R A
Modify	Modify the A/R A highlighted in th
Delete	Delete the A/R A highlighted in th
Print	Generate a repo the A/R Accour already on file
Load from G/L	Loads all the po accounts from t Chart-of-Accou

Edit an existing A/R Account by double-clicking it's associated row. Standard Series 5 grid controls apply.

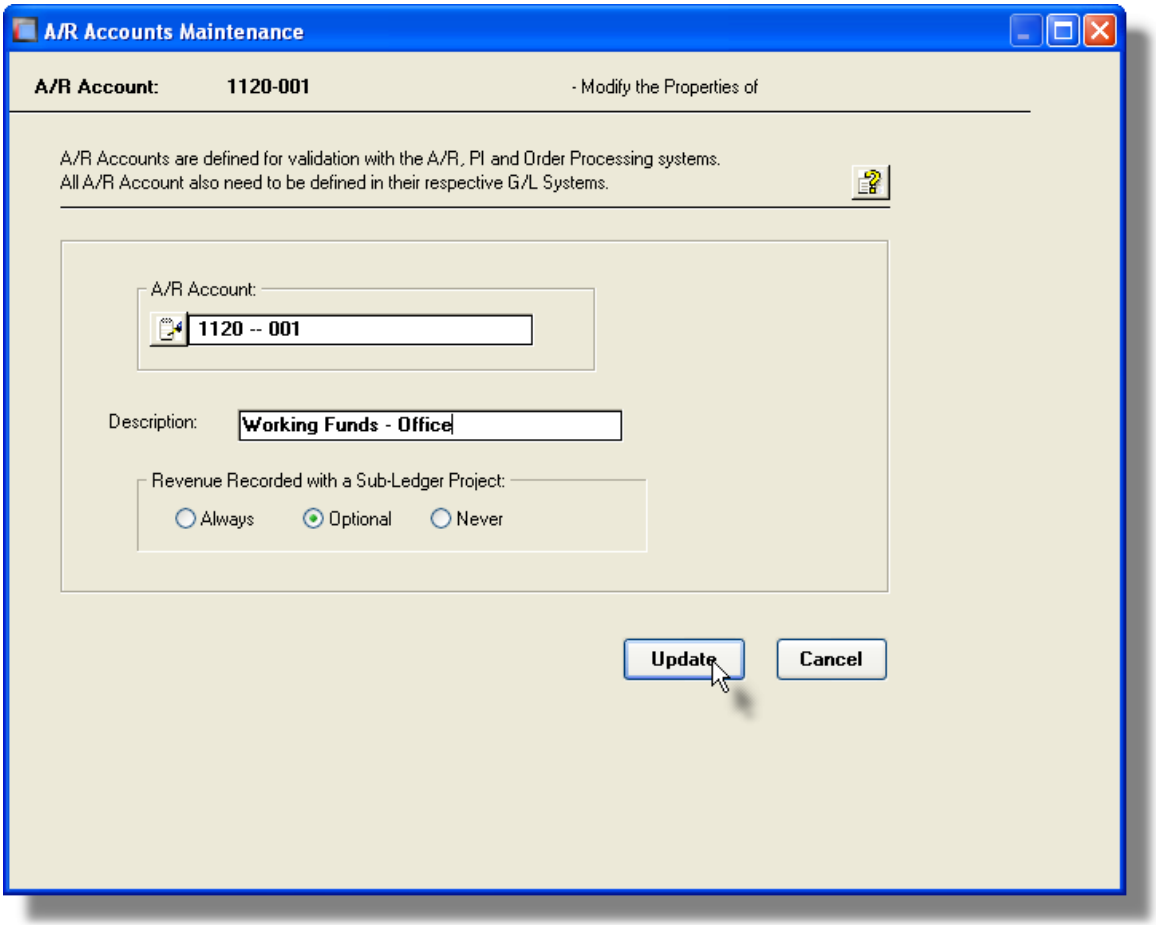
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

The report listing the A/R Accounts on file, if archived, will be catalogued with a report name of **ARACOUNT.LST**.

A/R Account - Properties Screen

The properties for each A/R Account are defined with the following screen:

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Field Definitions

A/R Account	***9(18)-9(5)***
This is the G/L Number assigned to the Account. The format of the number is defined by a property associated to the Series 5 Company System.	
Description	***X(30)***
Is a description of the account. This is printed on most A/R reports, and is displayed to most A/R screens where the account is utilized.	
Revenue Recorded with Sub-Ledger Projects	***radio-buttons***
When this account is assigned as a Revenue to an A/R Sales transaction it may, or may not, be recorded with a Sub-Ledger Project Code. Specify whether a Project is Always, Optionally, or Never required.	

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6.6.5 A/R Terms Codes Maintenance

Different Series 5 systems generate Invoices for customers defined in the Accounts Receivable system. Invoices have an Invoice Date and a Due Date. Depending on the type of products and/or services provided, you may expect to have your customers forward payment against their invoices within a certain timeframe. The Due Date is the date that you will expect payments to be received by.

The A/R Terms Code is used to establish the number of days following an Invoice Date that payment is due. The Due Date may also be designated to a specific day of the month, or to a specific calendar Month/Day.

Terms Codes are defined as one of the properties that is associated to each master Customer Code on file. You may, in effect, set up different payment rules to different customers.

The Terms Code is used by the following Series 5 systems to compute Due Dates for invoices that are generated:

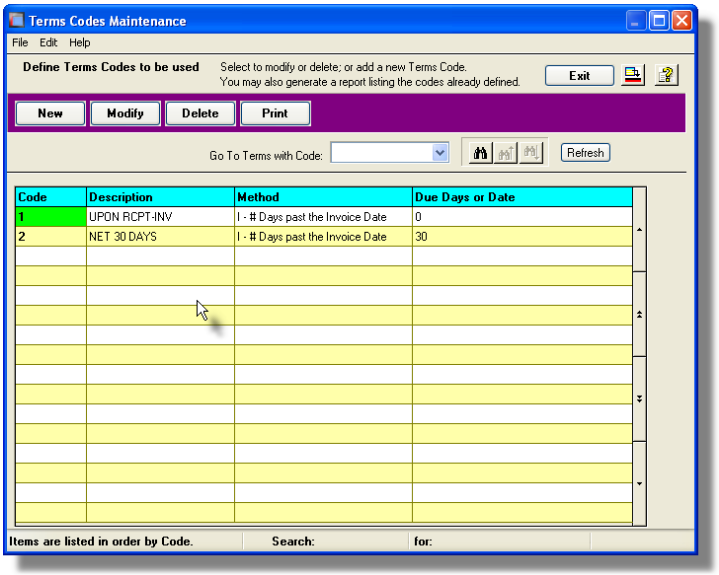
- Customer Order Processing
- Miscellaneous Invoicing
- Professional Invoicing and Time Billing
- Class Registration Invoicing

The Terms Codes defined here are listed in the Series 5 A/R Terms Code LOV Lookup 65 window.
The Terms Codes Maintenance function is accessed from the A/R Main menu, by select **A/R Terms Codes...** from the **Codes Maintenance** drop-down menu.

A/R Terms Codes Maintenance Grid

A/R Terms are maintained using a Series 5 grid processing screen.

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link

"Fast Buttons"	
New	Add a new A/R Te Code
Modify	Modify the A/R Te Code highlighted i grid
Delete	Delete the A/R Te Code highlighted i grid
Print	Generate a report the A/R Terms C already on file

Edit an existing A/R Terms Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

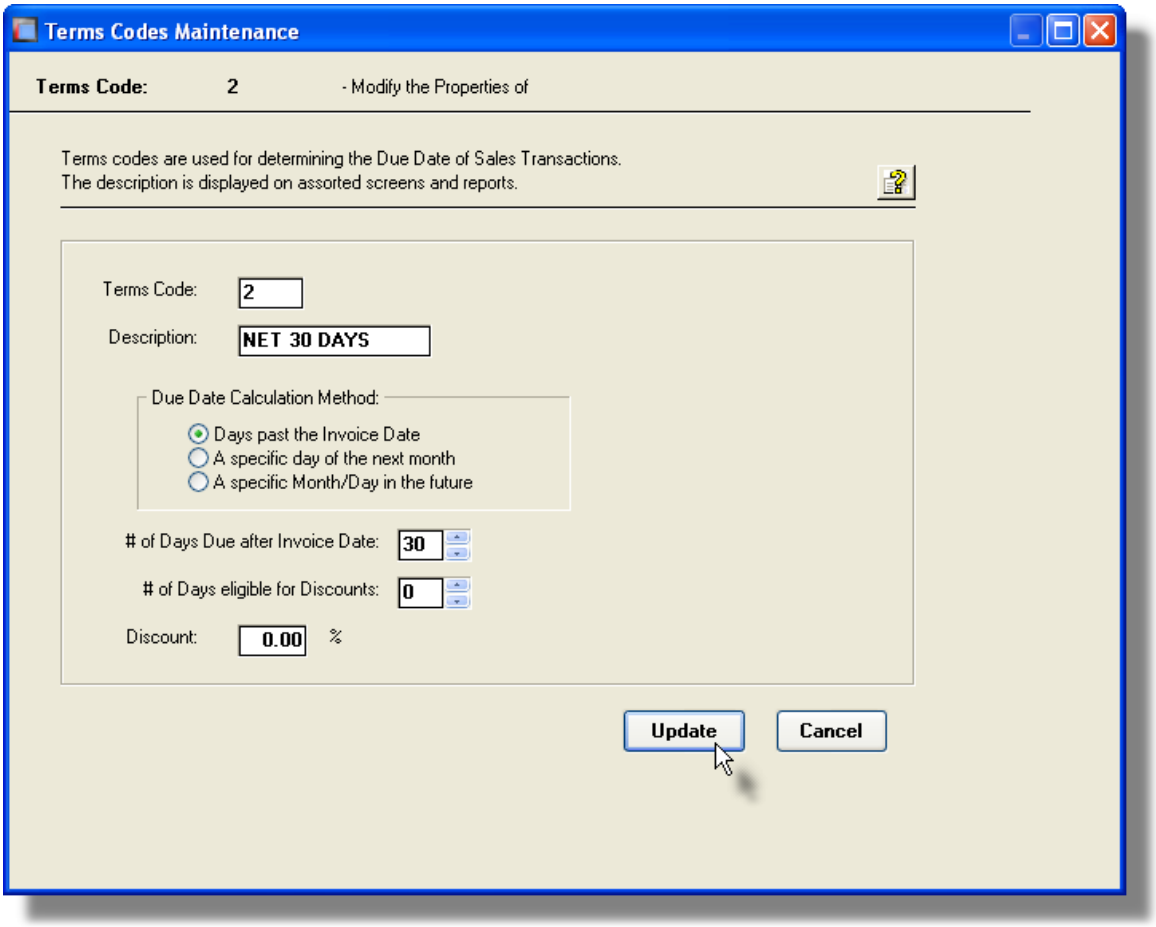
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

The report listing the A/R Terms Codes on file, if archived, will be catalogued with a report name of **TERMCODE.LST**.

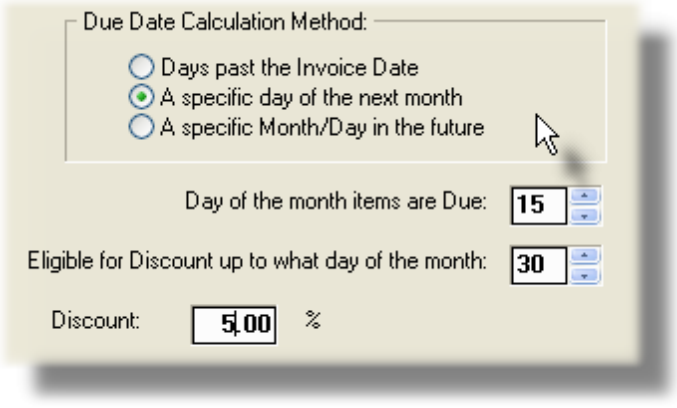
A/R Terms Code - Properties Screen

The properties for each A/R Terms Code are defined with the following screen:

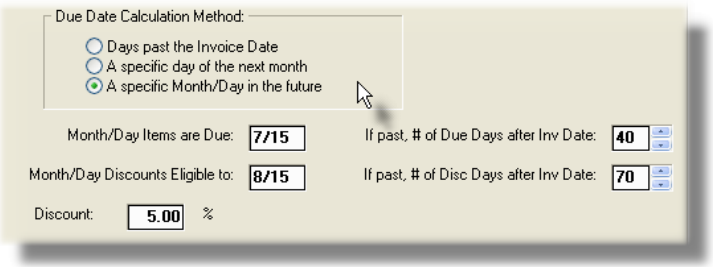
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For Terms Codes that have their Due Date Calculation Method based on specific dates, the following field variations are displayed:

Method	*Screen Fields*
A specific Days of Next Month	

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A specific Month/Day in the future	

Field Definitions

A/R Terms Code	***X(4)***
This is the alphanumeric code assigned to the Terms Code. Enter this code when a Terms Code needs to be used within the Accounts Receivable system.	
Description	***X(30)***
Is a description of the Terms. This is printed on most A/R reports, and is displayed to most A/R screens where the Terms Code is utilized.	
Due Date Calculation Method	***radio-buttons***
Select the method to be used to calculate the Due Date for an invoice, relative to it's Invoice Date. A different set of fields will be displayed depending on the method selected.	(●) Days past the Invoice Date ( ) A Specific day of the Next Month ( ) A Specific Month/Day in the Future
# Days Due after Invoice Date	***9(3)***
This is the number of days to be added to the Invoice's Document Date to determine the Due Date.	
# of Days Eligible for Discounts	***9(3)***
This is the number of days to be added to the Invoice's Document Date to determine the Discount Date. The Discount Date is the date that the customer, if eligible, will be given a discount for early payment. ***(That is the invoice must be paid in full, then a the % discount, defined below, will be applied to the invoice's balance due amount.)***	

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Day of the Month Items are Due	***9(2)***
This is the day of the month, following the Invoice Date, that is assigned to the Invoice's Due Date.	
Day of the Month Items are Eligible for Discounts	***9(2)***
This is the day of the month, following the Invoice Date, that is assigned to the Invoice's Discount Date. The Discount Date is the date that the customer, if eligible, will be given a discount for early payment.	
Month/Day assigned to the Due Date	***(mm/dd) and 9(3)***
If invoices are being issued for some type of event for which payment must be received before some date in the future, then enter that date as MM/DD. The year will automatically be assigned when the invoice is generated. If for what ever reason, the specified date is past, then the extra field is provided the is used to compute the Due Date as a number of days past the Invoice Date.	
Month/Day assigned to the Discount Date	***(mm/dd) and 9(3)***
If invoices are being issued for some type of event for which payment must be received before some date in the future to be eligible for a discount, then enter that date as MM/DD. The year will automatically be assigned when the invoice is generated. If for what ever reason, the specified date is past, then the extra field is provided the is used to compute the Discount Date as a number of days past the Invoice Date.	
Discount Percentage	***99.99 %***
This is the discount % that will be applied if full payment is received prior to the Discount Date that is computed, based on the method specified.	

6.6.6 Customer Type Codes Maintenance

Customers may be categorized by assigning a Customer Type code to them as a property. All Customer Type codes that might be used must be maintained using this function. In effect, validating the A/R Customer Type Codes provides a system-wide safeguard against operators accidental entering an invalid, or non-existent code.

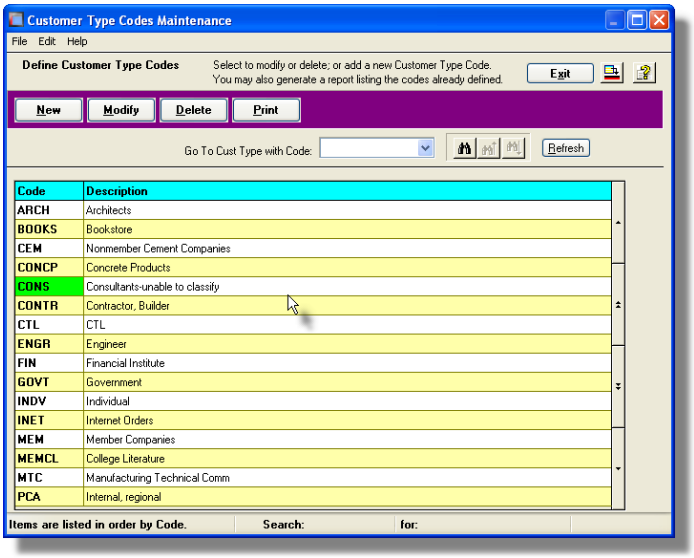
Customer Type Codes are defined as one of the properties that is associated to each master Customer Code on file. You may, in effect, categorize your customers based on different Customer Types. The Customer Type Code is used as a filter in many of the reporting and analysis functions that are based on customers. It is also used for sorting or grouping Customers. In the Customer Order Processing system, Price Codes may be established based on Customer Types.

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The Customer Type Codes defined here are listed in the Series 5 Customer Type Code LOV Lookup 65 window.
The Customer Type Codes Maintenance function is accessed from the A/R Main menu, by select **Customer Type Codes...** from the **Codes Maintenance** drop-down menu.

Customer Type Codes Maintenance Grid

Customer Type Codes are maintained using a Series 5 grid processing screen.



	"Fast Buttons"
New	Add a new Custom Code
Modify	Modify the Custom Code highlighted in
Delete	Delete the Custom Code highlighted in
Print	Generate a report l Customer Type Cc already on file

Edit an existing Customer Type Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

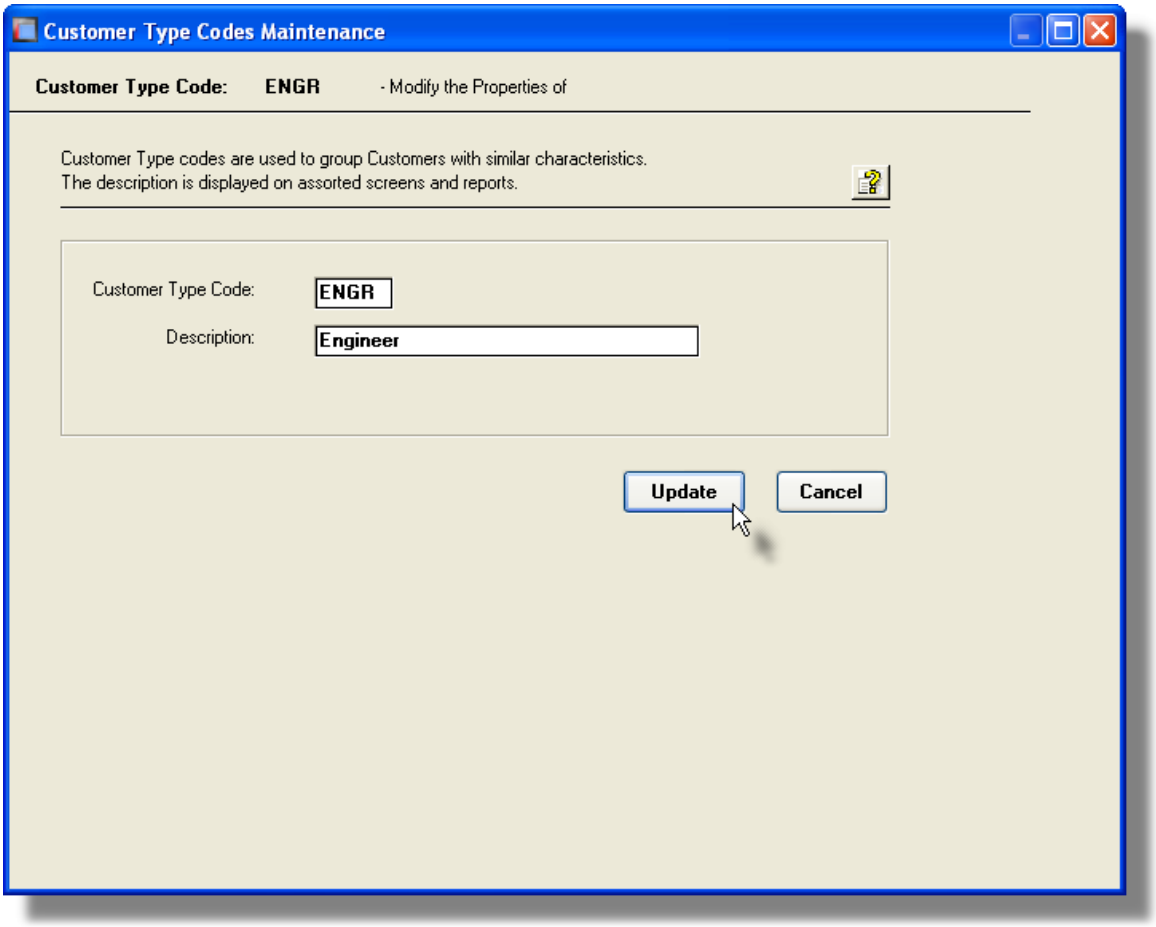
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

The report listing the Customer Type Codes on file, if archived, will be catalogued with a report name of **CUSTYPES.LST**.

Customer Type Code - Properties Screen

The properties for each Customer Type Code are defined with the following screen:

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Field Definitions

Customer Type Code	***X(6)***
This is the alphanumeric code assigned to the Customer Type. Enter this code when a Customer Type code needs to be used within the Accounts Receivable system.	
Description	***X(30)***
Is a description of the Customer Type. This is printed on most A/R reports, and is displayed to most A/R screens where the Terms Code is utilized.	

6.6.7 Customer Templates Maintenance

To simplify the process of manually adding new Customers to the system, you may define a Series 5 A/R Customer Template. A Customer Template is basically a record that contains many of the same fields that are associated to a Customer. Many of the properties that must be assigned to a Customer are typically the same for many customers. (Especially those used to define default Order Entry codes, and those used for discounts, taxes and aging

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methods).

Two tabbed screens are provided that are basically the same as those presented from the Customer Codes Maintenance function. The Address screen 391 and the A/R Profile properties 396 screen.

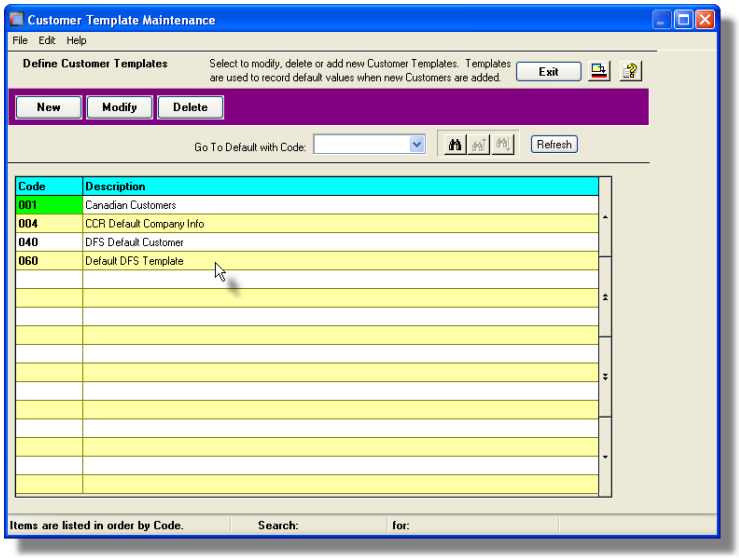
For each Template you may assign values that could typically be applied to groups of similar customers. Up to 999 Templates may be created in the system.

When a new Customer is added to the system, the operator may select one of the pre-defined Templates, and then only have to enter Company Name, Address and Contact information.

The Template Codes defined here are listed in the Series 5 Termplate Codes LOV Lookup 65 window.
The Template Codes Maintenance function is accessed from the A/R Main menu, by select **Customer Templates...** from the **Codes Maintenance** drop-down menu.

A/R Customer Templates Codes Maintenance Grid

A/R Customer Templates are maintained using a Series 5 grid processing screen.



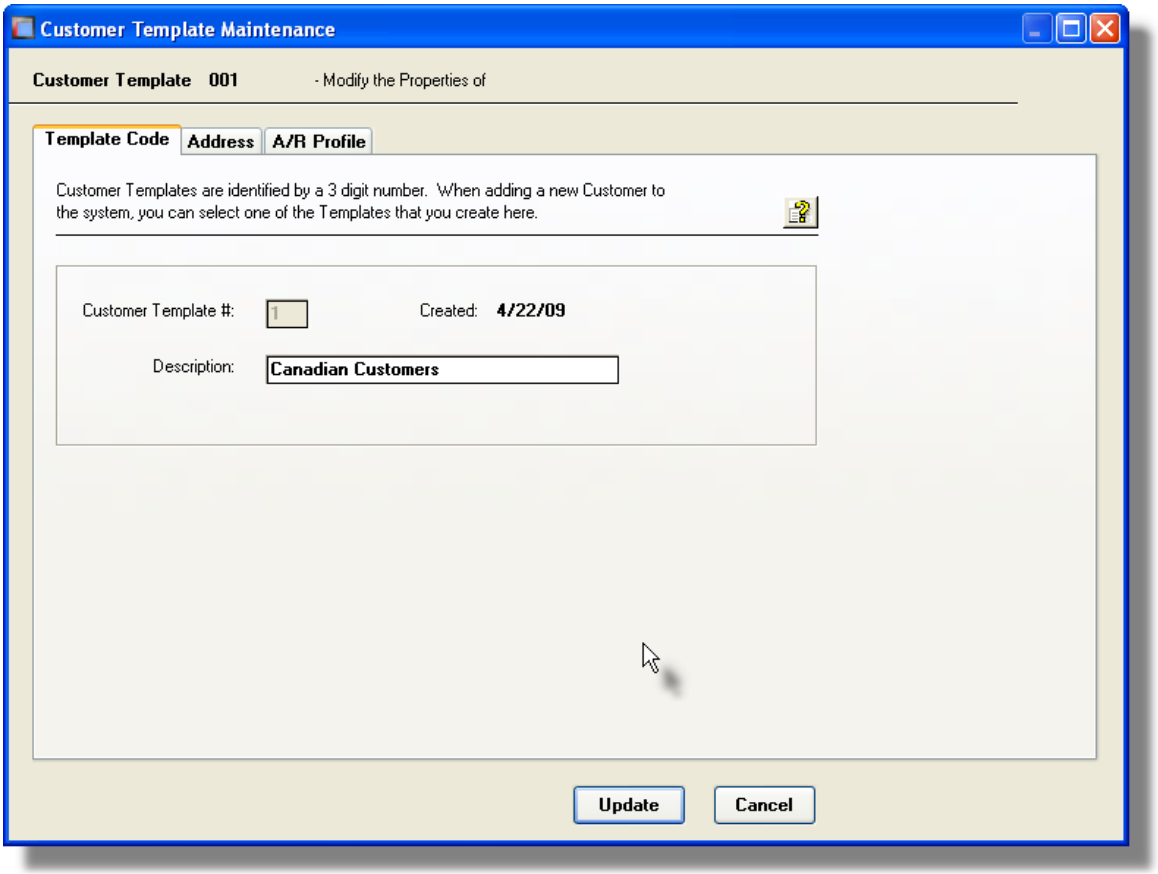
	"Fast Buttons"
New	Add a new A/R Cus Templates Code
Modify	Modify the A/R Cust Templates Code hig in the grid
Delete	Delete the A/R Cust Templates Code hig in the grid

Edit an existing A/R Customer Templates Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

A/R Customer Templates Code - Properties Screen

The properties for each A/R Customer Templates Code are defined with the following screen:

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Field Definitions

A/R Customer Templates Code	*X(6)*
This is the alphanumeric code assigned to the Template. Enter this code when a new Customer is added, if a Template is applicable.	
Description	***X(30)***
Is a description of the Template. This is printed on most A/R reports, and is displayed to most A/R screens where the Template Code is utilized.	

6.6.8 Order Return Codes Maintenance

The Order Items Return code is used by the Series 5 Customer Order Processing system. When goods are returned, for each individual item, a Return Code may be specified. All Item Return codes that might be used in Series 5 must be maintained using this function. In effect, validating the Items Return Codes provides a system-wide safeguard against operators accidental entering an invalid, or non-existent code.

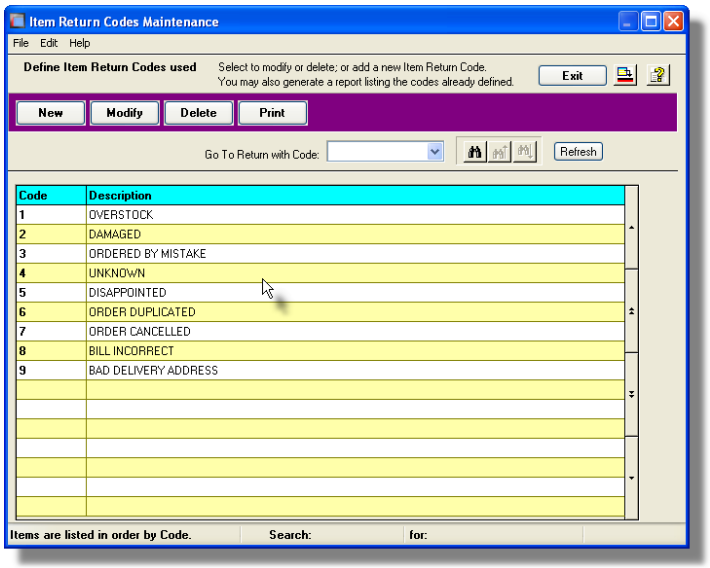
The Items Return Codes defined here are listed in the Series 5 A/R Items Return Code LOV

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Lookup 65 window.
The Items Return Codes Maintenance function is accessed from the A/R Main menu, by select **Order Items Return Codes...** from the **Codes Maintenance** drop-down menu.

Order Items Return Codes Maintenance Grid

Items Return codes are maintained using a Series 5 grid processing screen.



	"Fast Buttons"
New	Add a new Items R Code
Modify	Modify the Items Re Code highlighted in
Delete	Delete the Items Re Code highlighted in
Print	Generate a report li Items Return Code on file

Edit an existing Items Return Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

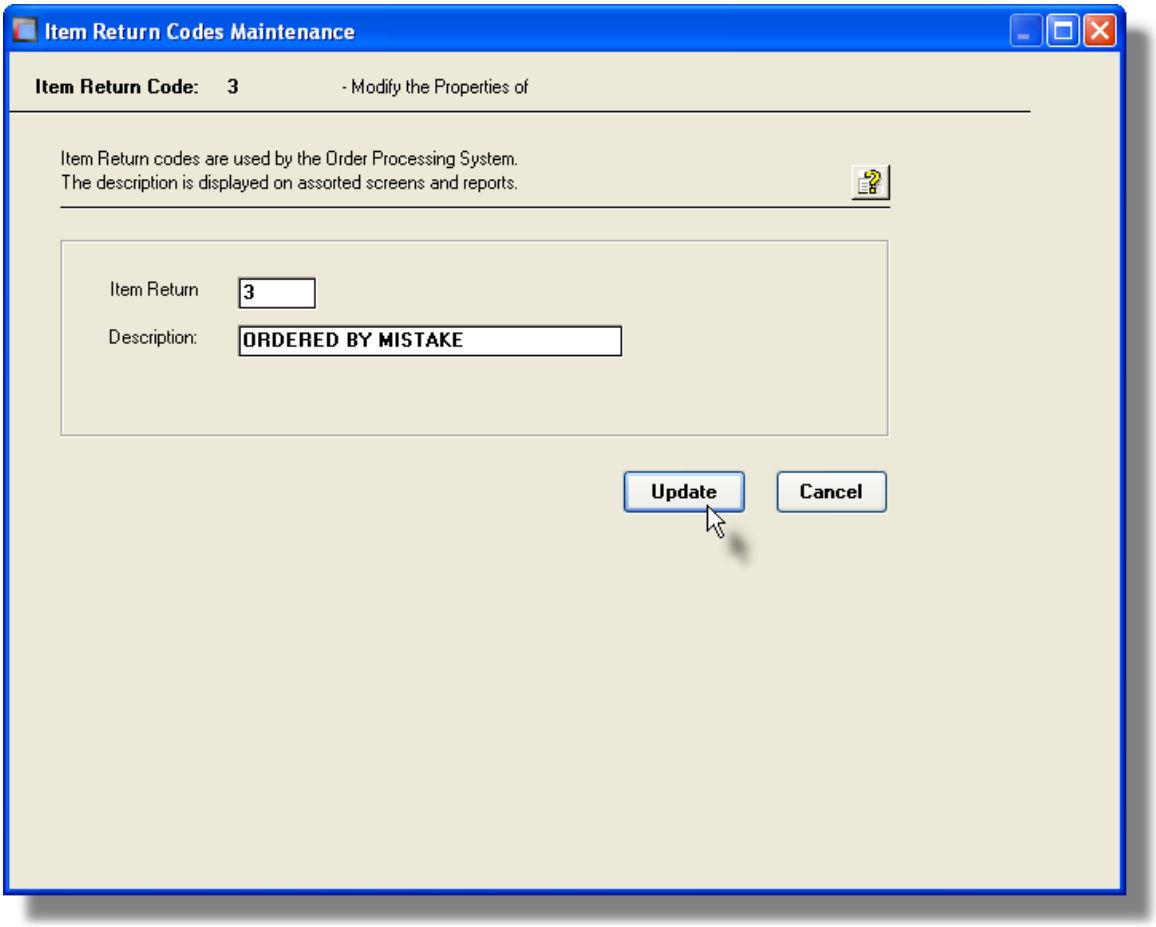
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

The report listing the Items Return Codes on file, if archived, will be catalogued with a report name of **RETURNS.LST**.

Order Items Return Code - Properties Screen

The properties for each Items Return Code are defined with the following screen:

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Field Definitions

Items Return Code	X(6)
This is the alphanumeric code assigned to the Items Return. Enter this code when a Items Return code needs to be used within the Accounts Receivable system.	
Description	***X(30)***
Is a description of the Items Return code. This is printed on applicable reports, and is displayed to most O/P screens where the Items Return Code is utilized.	

6.6.9 Order Source Codes Maintenance

The Order Source code is used by the Series 5 Customer Order Processing system. When orders are entered into the system, one of the properties is the Order Source Code, which is used to identify how an order was derived. (Ie., from an ad in a magazine, or from a trade show, etc.) All Order Source codes that might be used in Series 5 must be maintained using this function. In effect, validating the Source Codes provides a system-wide safeguard

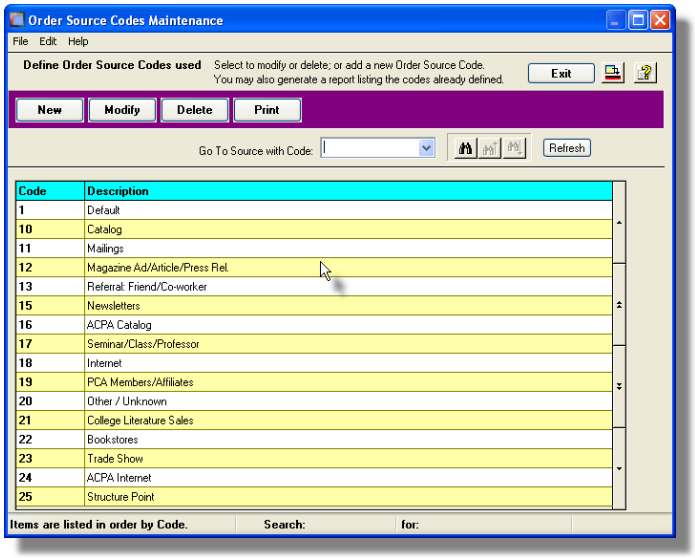
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against operators accidental entering an invalid, or non-existent code.

The Order Source Codes defined here are listed in the Series 5 Source Code LOV Lookup 65 window.
The Order Source Codes Maintenance function is accessed from the A/R Main menu, by select **Order Source Codes...** from the **Codes Maintenance** drop-down menu.

Order Source Codes Maintenance Grid

Order Source Codes are maintained using a Series 5 grid processing screen.



	"Fast Buttons"
New	Add a new Order So Code
Modify	Modify the Order Sou Code highlighted in tl
Delete	Delete the Order Sou Code highlighted in tl
Print	Generate a report lis Order Source Codes on file

Edit an existing Source Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

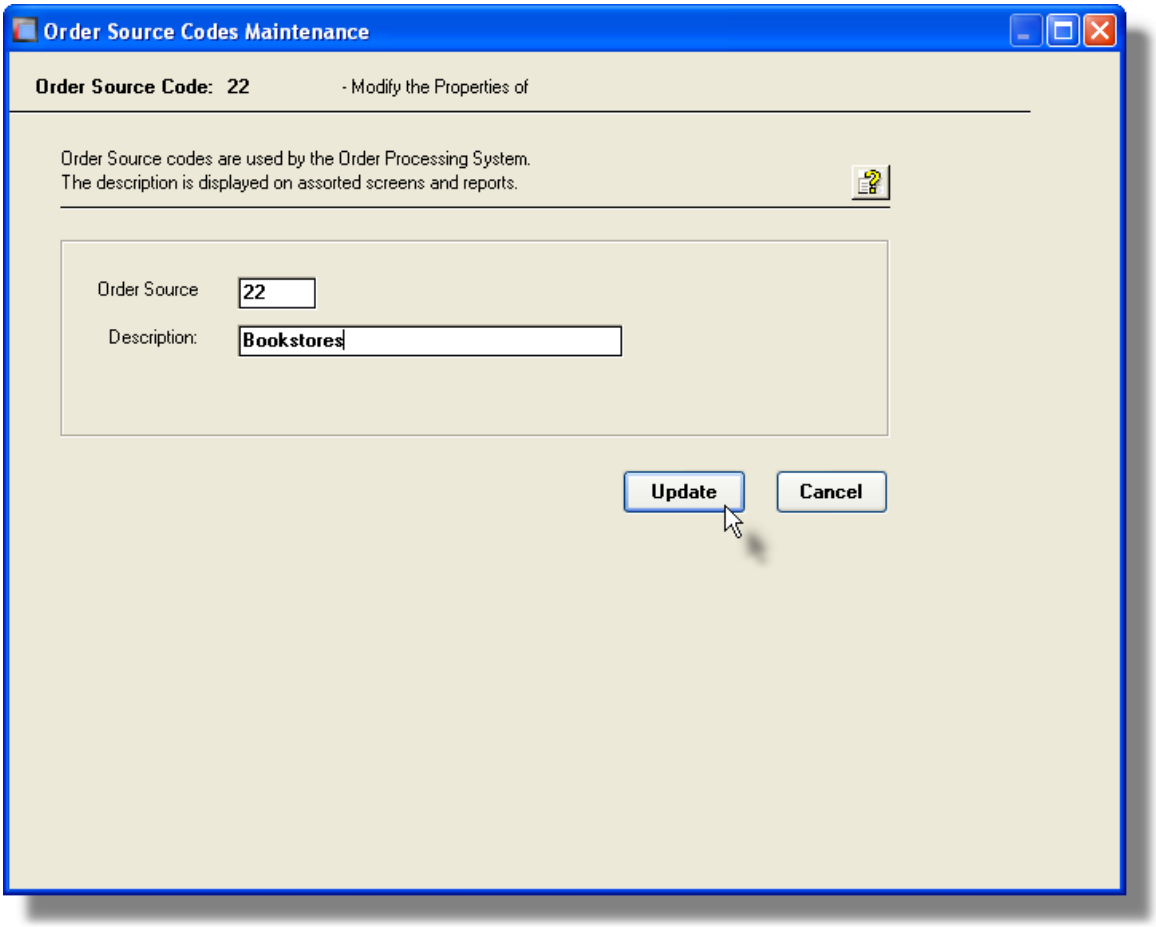
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

The report listing the Source Codes on file, if archived, will be catalogued with a report name of **SOURCODE.LST**.

Source Code - Properties Screen

The properties for each Source Code are defined with the following screen:

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Field Definitions

Order Source Code	***X(5)***
This is the alphanumeric code assigned to the Terms. Enter this code when a Terms code needs to be used within the Accounts Receivable system.	
Description	***X(30)***
Is a description of the Order Source. This is printed on most reports, and is displayed to most O/P screens where the Order Source Code is utilized.	

6.6.10 Prepayment Codes Maintenance

Different Series 5 systems generate Invoices for customers defined in the Accounts Receivable system. Invoices may be entered that are prepaid. That is, the goods are paid for when the invoice is generated, or before becoming an Open Item in the A/R. The Prepayment Code follows the Orders in the Customer Order Processing system as they become invoices. All invoices eventually are recorded as Sales Transactions in the Accounts

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Receivable system. The Prepayment code is also recorded with the A/R Sales transactions.

For each Prepayment Code defined, a G/L account must be specified. This is the G/L Cash account that applicable distributions will be made against.

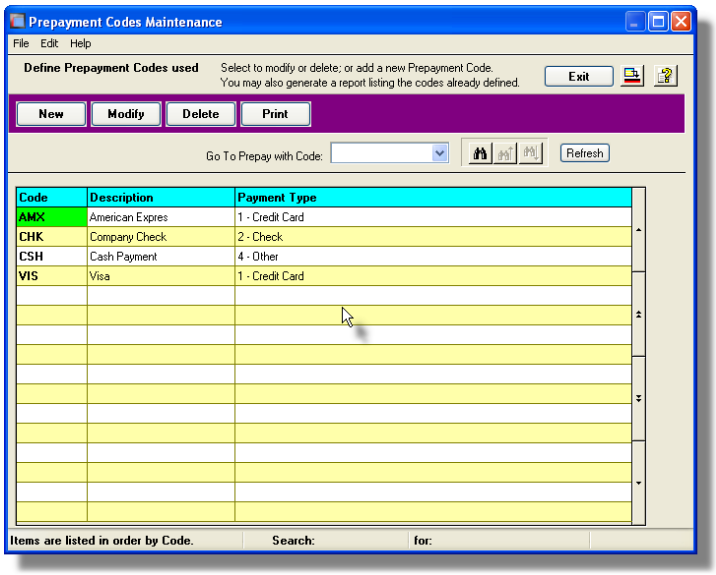
The Prepayment Code is used by the following Series 5 systems:

- Customer Order Processing
- Miscellaneous Invoicing
- Professional Invoicing and Time Billing
- Class Registration Invoicing

The Prepayment Codes defined here are listed in the Series 5 Prepayment Code LOV Lookup 65 window.
The Prepayment Codes Maintenance function is accessed from the A/R Main menu, by select **Prepayment Codes...** from the **Codes Maintenance** drop-down menu.

Prepayment Codes Maintenance Grid

Prepayment Codes are maintained using a Series 5 grid processing screen.



"Fast Buttons"	
New	Add a new A/R Prepayment Code
Modify	Modify the A/R Pre Code highlighted ir
Delete	Delete the A/R Prepayment Code highlighted in the g
Print	Generate a report the A/R Prepayme Codes already on

Edit an existing Prepayment Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

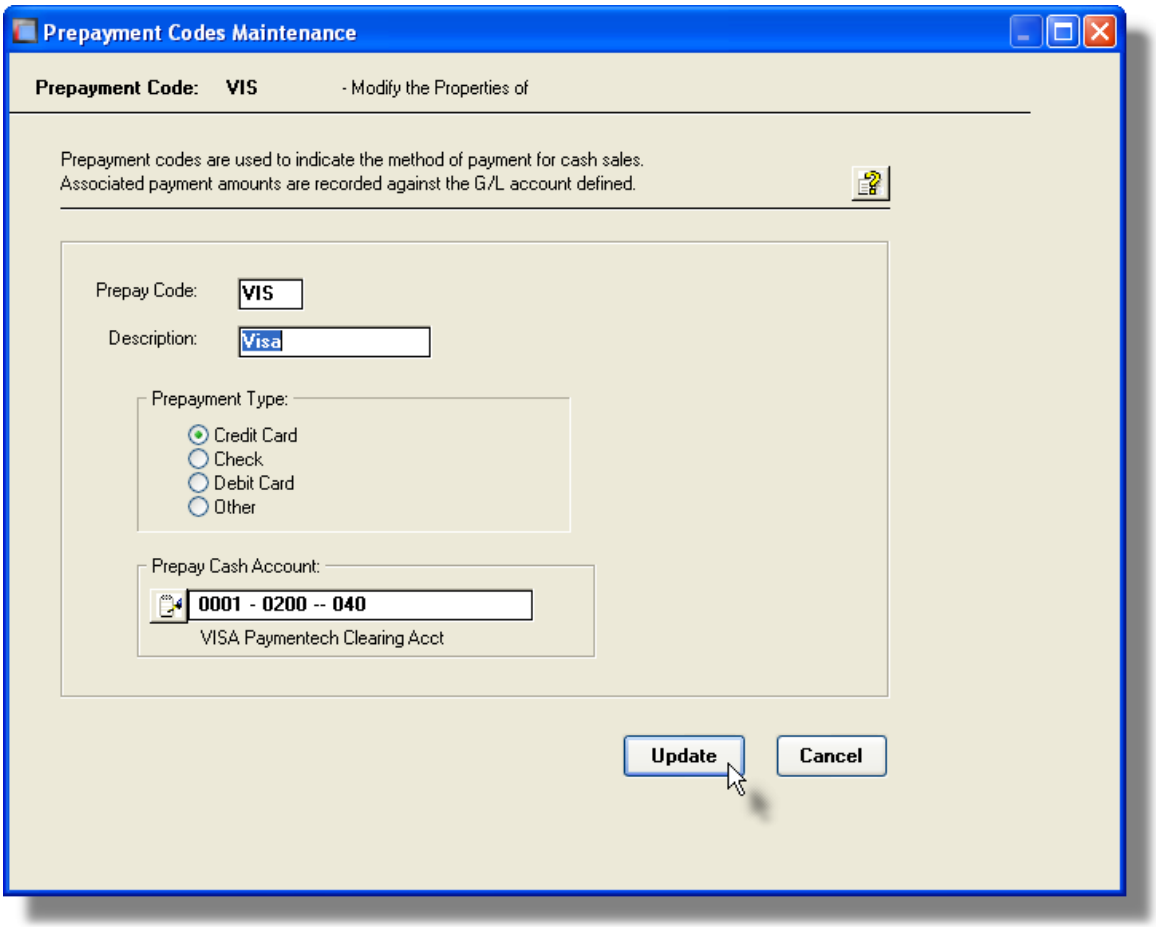
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

The report listing the Prepayment Codes on file, if archived, will be catalogued with a report name of **PREPAYMT.LST**.

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A/R Prepayment Code - Properties Screen

The properties for each A/R Prepayment Code are defined with the following screen:



Field Definitions

Prepayment Code	***X(6)***
This is the alphanumeric code assigned to the particular Prepayment. Enter this code when a Prepayment Code needs to be used within the Accounts Receivable system.	
Description	***X(30)***
Is a description of the Prepayment. This is printed on most reports, and is displayed to most screens where the Prepayment Code is utilized.	
Prepayment Type	***radio-buttons***

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Select the type of Prepayment. Depending on the type of Prepayment assigned to an Order, Invoice or Sales Transaction, slightly different fields will be presented. For example for Credit Cards, a card # and expiry fields are displayed.	(•) Credit Card ( ) Check ( ) Debit Card ( ) Other
Prepay Cash Account	***9(18)-9(5)***
Once an order or an Invoice is recorded to the A/R system as a Sales Transaction, if a Prepayment Code has been designated, then the value of the Prepaid Amount is posted as a Debit distribution to the account specified here.	

6.6.11 Remit-To Codes Maintenance

Different Series 5 systems generate Invoices for customers defined in the Accounts Receivable system. If the Invoices are not printed on pre-printed forms, or not output as MS Word documents that have pre-configured templates that have return Remit addresses set up, then these Remit Codes may be used to provide an address that is output from the system on each Invoice.

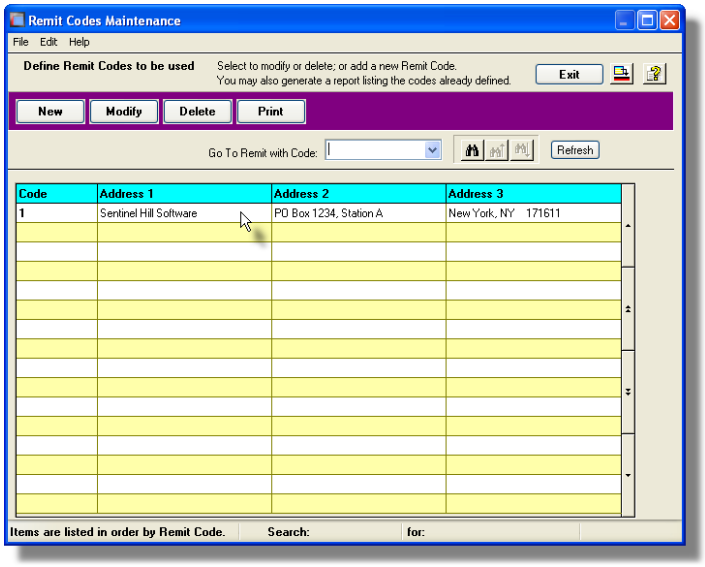
You may have different Remit-To address where payments are to be mailed, dependant on what geographic regions your customers are located. The A/R Remit Code is defined as one of the properties that is associated to each master Customer Code on file. You may, in effect, set up different Remit Addresses for different customers.

The Remit-To codes defined here are listed in the Series 5 Remit-To Code LOV Lookup 65 window.
The Remit-To Maintenance function is accessed from the A/R Main menu, by select **Remit-To Codes...** from the **Codes Maintenance** drop-down menu.

A/R Remit-To Codes Maintenance Grid

A/R Remit-To Codes are maintained using a Series 5 grid processing screen.

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	"Fast Buttons"
New	Add a new A/R Remi Code
Modify	Modify the A/R Remit Code highlighted in th
Delete	Delete the A/R Remit Code highlighted in th
Print	Generate a report list A/R Remit-To Codes already on file

Edit an existing A/R Remit-To Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

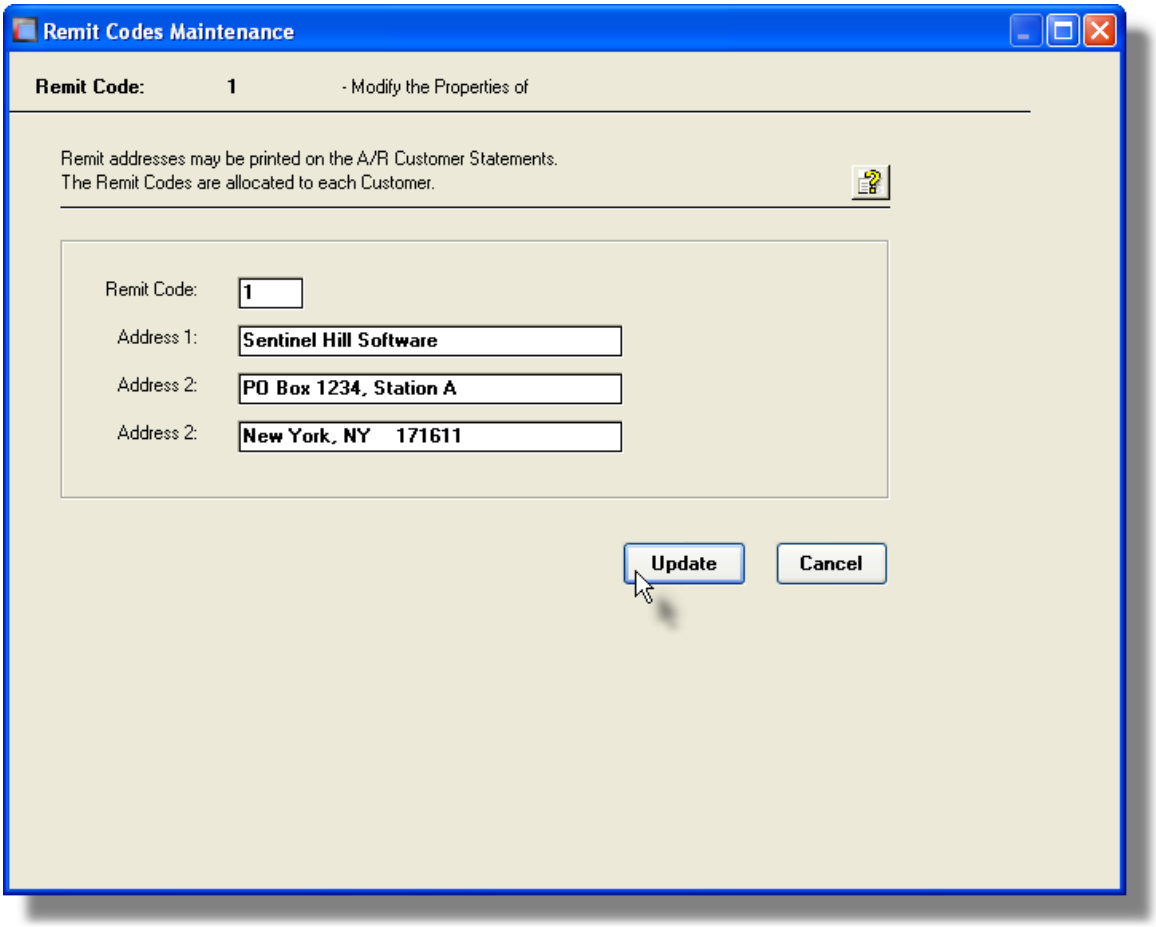
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

The report listing the A/R Remit-To Codes on file, if archived, will be catalogued with a report name of **REMITCOD.LST**.

A/R Remit-To Code - Properties Screen

The properties for each A/R Remit-To Code are defined with the following screen:

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Field Definitions

A/R Remit-To Code	***X(6)***
This is the alphanumeric code assigned to the Terms. Enter this code when a Terms code needs to be used within the Accounts Receivable system.	
Address 1, 2, 3	***X(30) each***
Three address lines may be used to define the Remit-To Address.	

6.6.12 Sales Promotion Codes Maintenance

The Promotion code is used by the Series 5 Customer Order Processing system. When orders are entered into the system, one of the properties is the Promotion Code, which is used to record if the sales was associated to a particular promotion. All Promotion codes that might be used in Series 5 must be maintained using this function. In effect, validating the Promotion Codes provides a system-wide safeguard against operators accidental entering an invalid, or non-existent code.

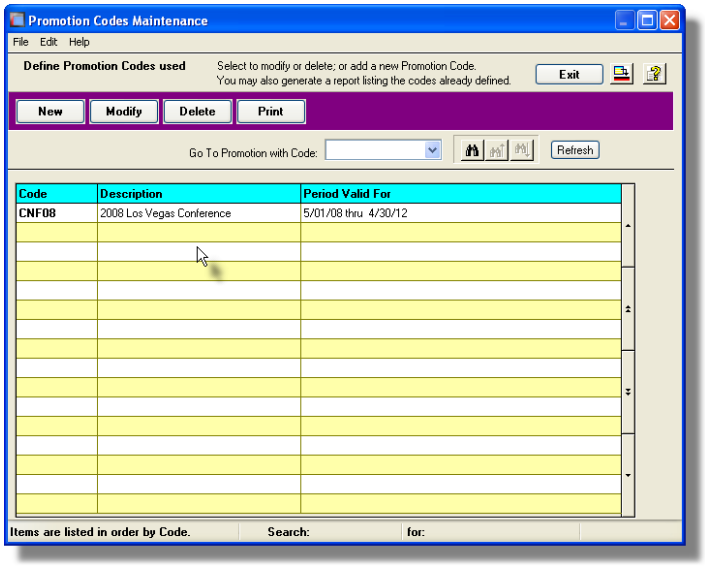
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The Promotion Code is used as a filter in a number of the reporting and analysis functions that are based on customers' Orders. In the Customer Order Processing system, Price Codes may be established based on different Promotion Codes.

The Promotion Codes defined here are listed in the Series 5 A/R Terms Code LOV Lookup 65 window.
The Promotion Codes Maintenance function is accessed from the A/R Main menu, by select **Sales Promotion Codes...** from the **Codes Maintenance** drop-down menu.

Sales Promotion Codes Maintenance Grid

Sales Promotion Codes are maintained using a Series 5 grid processing screen.



	"Fast Buttons"
New	Add a new Sales P Code
Modify	Modify the Sales Pr Code highlighted in
Delete	Delete the Sales Pr Codehighlighted in
Print	Generate a report li A/R Promotion Co already on file

Edit an existing Sales Promotion Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

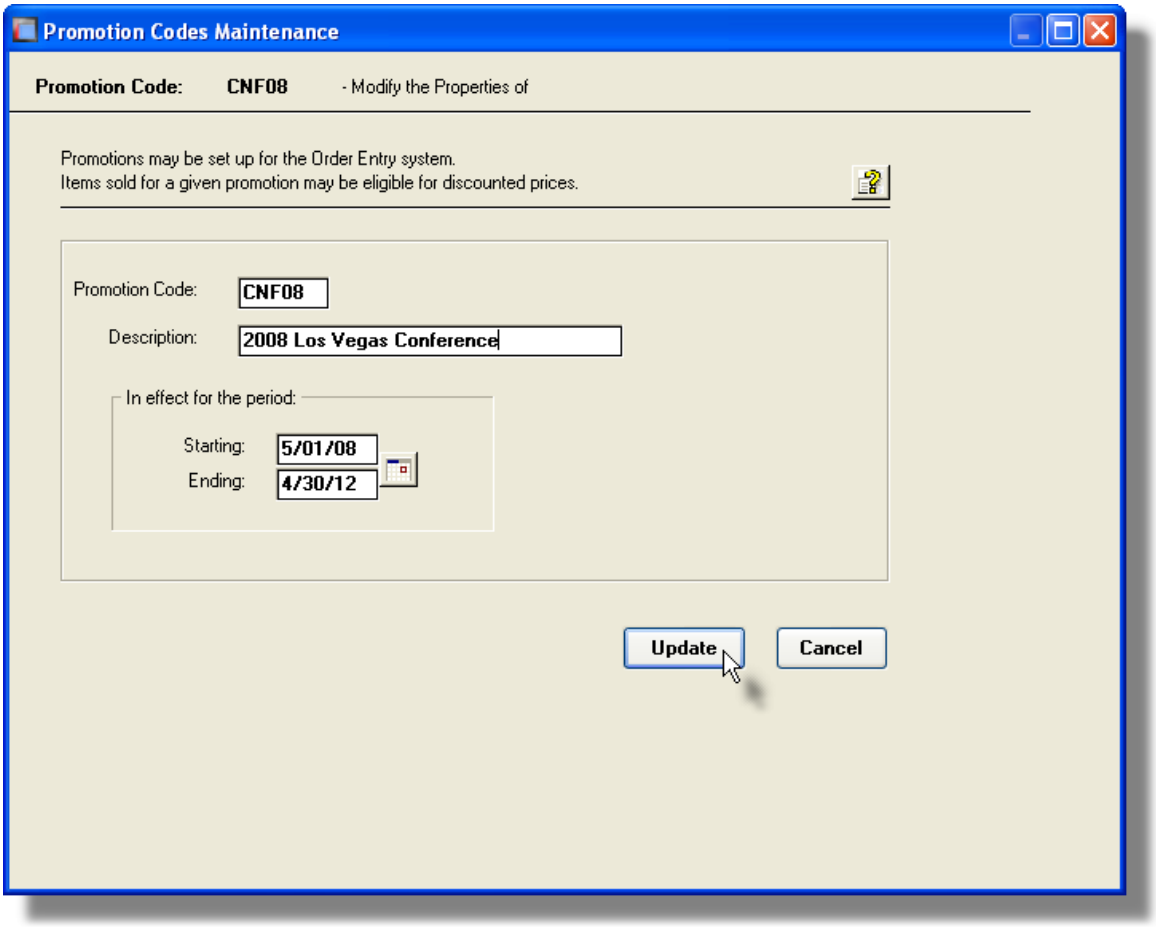
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

The report listing the A/R Promotion Codes on file, if archived, will be catalogued with a report name of **PROMOTION.LST**.

A/R Promotion Code - Properties Screen

The properties for each Sales Promotion Code are defined with the following screen:

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Field Definitions

Sales Promotion Code	***X(6)***
This is the alphanumeric code assigned to the Promotion. Enter this code when a Promotion Code needs to be used within the Accounts Receivable system.	
Description	***X(30)***
Is a description of the Promotion. This is printed on most reports, and is displayed to most screens where the Promotion Code is utilized.	
In Effect for Period	***(mmddyy)***
The particular Sales Promotion would typically be in effect for a specified period of time. When Orders are entered into the Customer Order Processing system, pricing may be established for a particular Promotion. If the date of the order does not fall within the Effective Period, then the special pricing will not be applied.	

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6.6.13 Sales Representative Maintenance

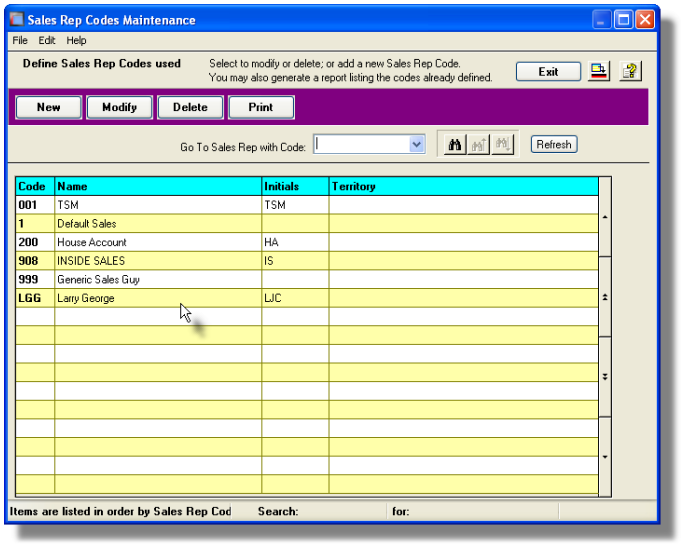
The Series 5 system maintains a list of Sales Representatives. A Sales Rep may be assigned to each Customer as one of their properties. Within the Accounts Receivable system, and the Customer Order Processing system, Sales Reps are recorded where applicable. All Sales Reps codes that might be used must be maintained using this function. In effect, validating the Sales Reps Codes provides a system-wide safeguard against operators accidental entering an invalid, or non-existent code.

The Sales Representative Code is used as a filter in many of the reporting and analysis functions that are based on customers or orders. It is also used for sorting or grouping of Orders and Customers.

The Sale Representatives defined here are listed in the Series 5 A/R Terms Code LOV Lookup 65 window.
The Sale Rep Maintenance function is accessed from the A/R Main menu, by select **Sales Representatives...** from the **Codes Maintenance** drop-down menu.

Sale Representatives Maintenance Grid

Sales Reps are maintained using a Series 5 grid processing screen.



	"Fast Buttons"
New	Add a new Sale Repre
Modify	Modify the Sale Repres highlighted in the grid
Delete	Delete the Sale Repres highlighted in the grid
Print	Generate a report listin Sales Reps already on

Edit an existing Sale Representative by double-clicking it's associated row. Standard Series 5 grid controls apply.

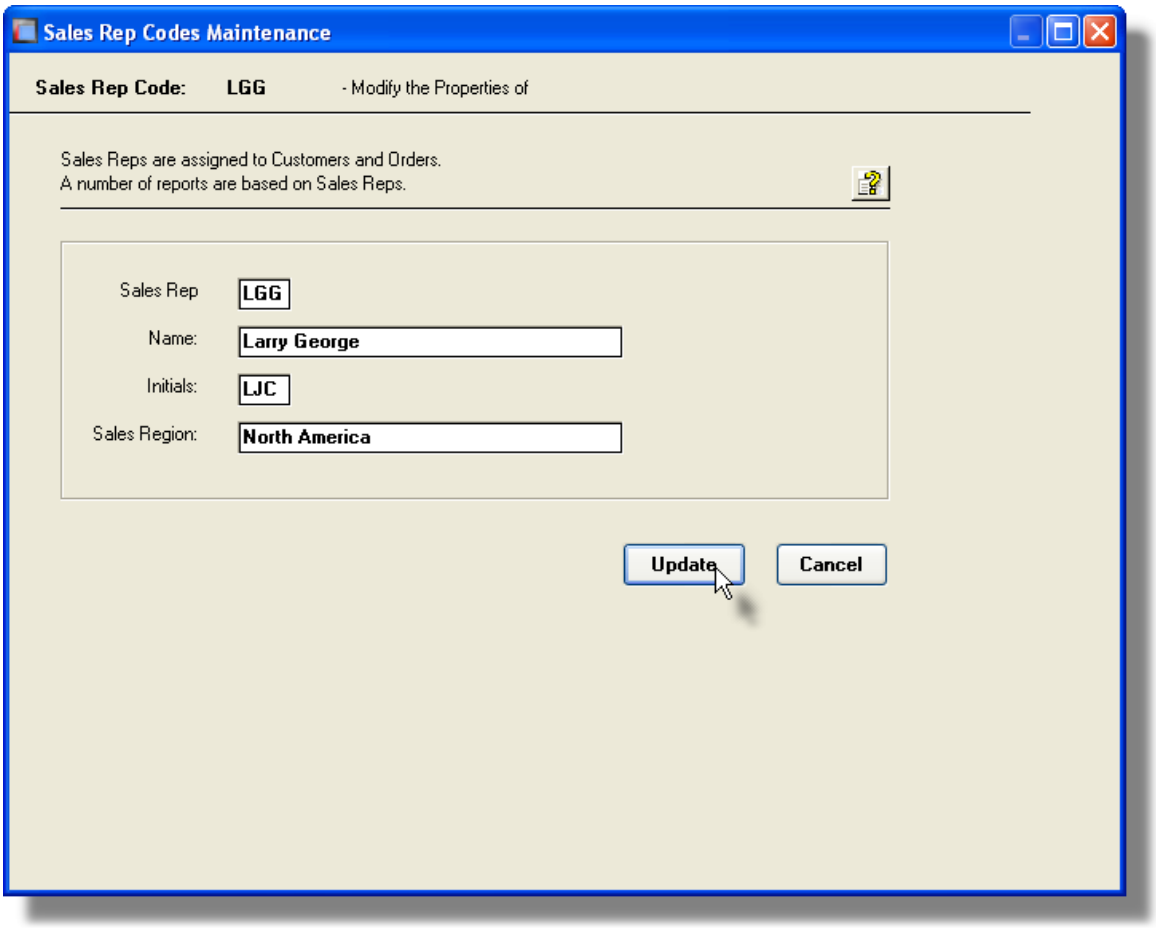
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

The report listing the Sales Representatives on file, if archived, will be catalogued with a report name of **SALESREP.LST**.

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Sale Representative Properties Screen

The properties for each Sale Representative are defined with the following screen:



Field Definitions

Sales Rep Code Code	***X3)***
This is the alphanumeric code assigned to the Sales Rep. Enter this code when a Sale Rep needs to be used within the Accounts Receivable system. This could be the person's initials, or a number.	
Name	***X(30)***
This is the persons name. (Or it could even be the name of a system, or a machine or a website).	
Initials	***X(3)***

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This is the persons initials.	
Sales Region	***X(30)***
A descriptive field that may be used to describe the territory that this Sales Representative is responsible for.	

6.6.14 Ship Via Codes Maintenance

The Ship-Via code is used by the Series 5 Customer Order Processing system. When orders are entered into the system, one of the properties is the Ship-Via Code, which is used to identify how an order is to be shipped. All Ship-Via codes that might be used in Series 5 must be maintained using this function. In effect, validating the Ship-Via Codes provides a system-wide safeguard against operators accidental entering an invalid, or non-existent code.

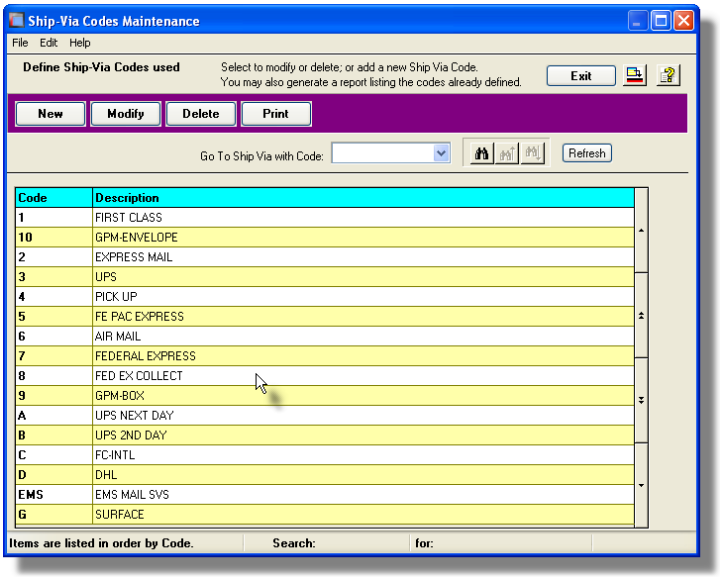
Ship-Via Codes are defined as one of the properties that is associated to each master Customer Code on file. You may, in effect, set up different shipping methods as the default for different customers. In the Customer Order Processing system, when orders are entered for a given customer, the Ship-Via defined for that customer will be assigned to the order. Price Codes may also be established based on different Ship-Via Codes; and they are printed on both packing slips, invoices and pick tickets.

The Ship-Via Codes defined here are listed in the Series 5 Ship-Via Code LOV Lookup 65 window.
The Ship-Via Codes Maintenance function is accessed from the A/R Main menu, by select **Ship-Via Codes...** from the **Codes Maintenance** drop-down menu.

Ship-Via Codes Maintenance Grid

Ship-Via are maintained using a Series 5 grid processing screen.

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"Fast Buttons"	
New	Add a new Ship-Via
Modify	Modify the Ship-Via highlighted in the g
Delete	Delete the Ship-Via highlighted in the g
Print	Generate a report l the Ship-Via Codes already on file

Edit an existing Ship-Via Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

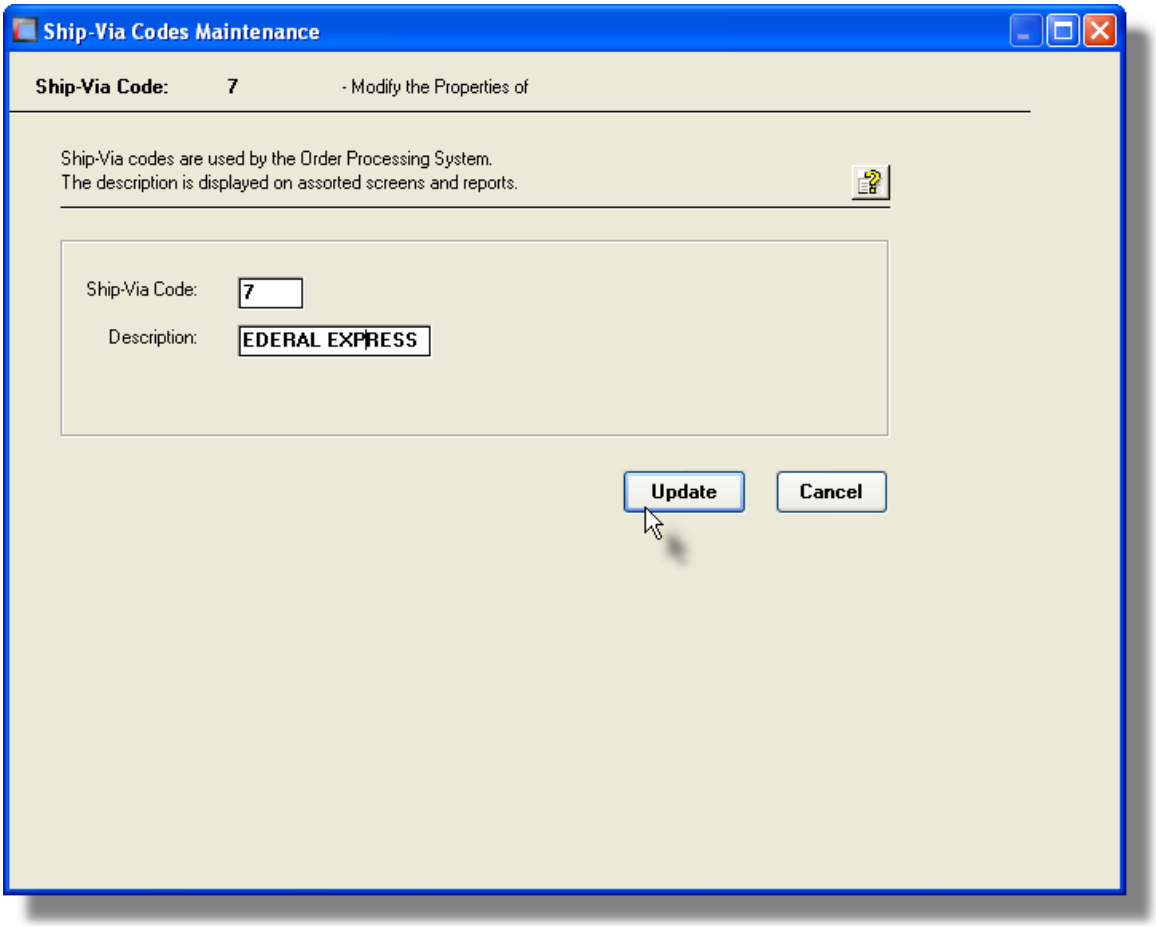
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

The report listing the A/R Ship-Via Codes on file, if archived, will be catalogued with a report name of **APShip-ViaS.LST**.

Ship-Via Code - Properties Screen

The properties for each A/R Ship-Via Code are defined with the following screen:

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Field Definitions

Ship-Via Code	***X(6)***
This is the alphanumeric code assigned to the Ship-Via. Enter this code when a Ship-Via code needs to be used within the Accounts Receivable system.	
Description	***X(30)***
Is a description of the shipping method represented by the Ship-Via Code. This is printed on most reports, and is displayed to most screens where the Ship-Via Code is utilized.	

6.6.15 Tax Codes Maintenance

Different Series 5 systems generated Invoices for customers defined in the Accounts Receivable system. Invoices potentially may require the computation of taxes, depending on the country, state/province where business is carried out, or where customers reside. Tax Codes must be set up for the different taxable jurisdictions. For example these might include Canadian GST or HST taxes, State taxes, or even municipal taxes. The Tax codes define the

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rate, and a Tax Liability Account to which computed tax amounts are distributed for.

Two Tax Codes may be defined as properties associated to each master Customer Code on file. You may also define one tax to be compounded on the other, if so required.

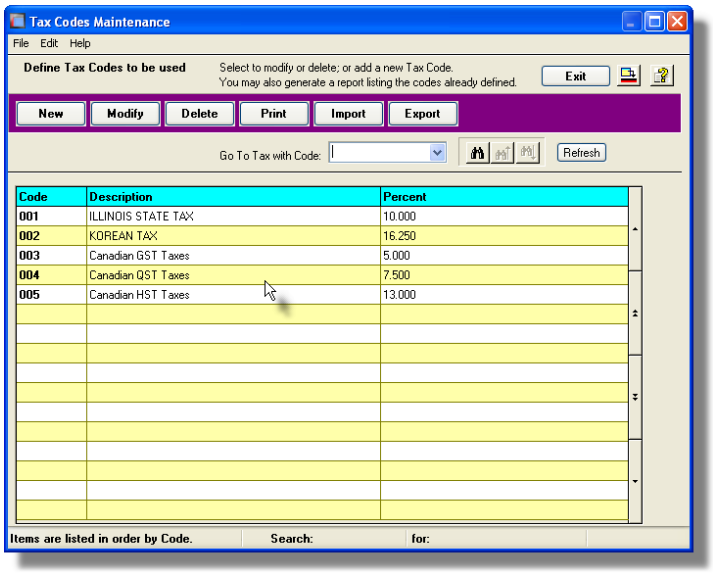
The Tax Codes are used by the following Series 5 systems to compute taxes for invoices that are generated:

- Customer Order Processing
- Miscellaneous Invoicing
- Professional Invoicing and Time Billing
- Class Registration Invoicing

The Tax Codes defined here are listed in the Series 5 Tax Code LOV Lookup 65 window. The Tax Codes Maintenance function is accessed from the A/R Main menu, by select **Tax Codes...** from the **Codes Maintenance** drop-down menu.

A/R Tax Codes Maintenance Grid

Tax codes are maintained using a Series 5 grid processing screen.



	"Fast Buttons"
New	Add a new Tax Cod
Modify	Modify the Tax Cod highlighted in the gr
Delete	Delete the Tax Cod highlighted in the gr
Print	Generate a report li Tax Codes already
Import	Imports Tax Codes spreadsheet
Export	Export Tax Codes t spreadsheet

Edit an existing Tax Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

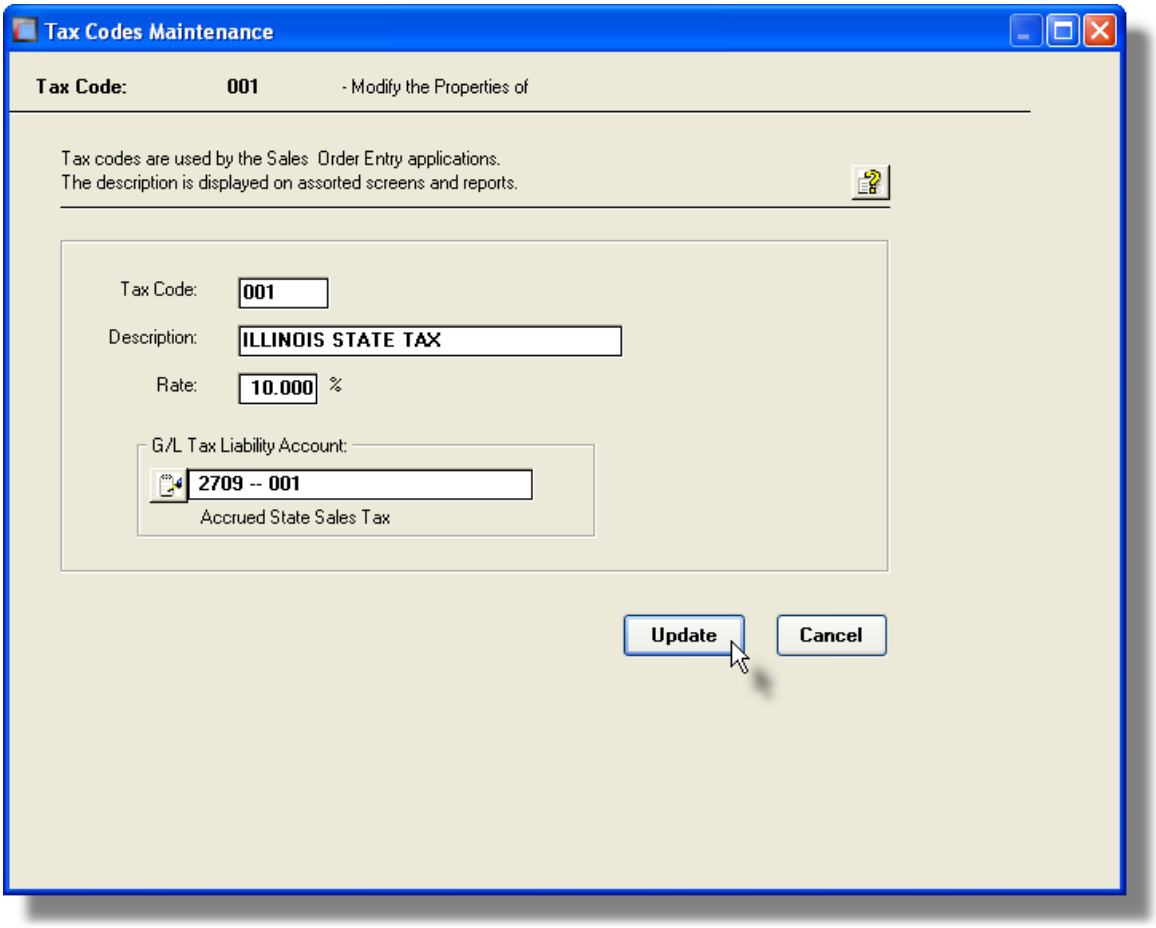
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

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The report listing the A/R Tax Codes on file, if archived, will be catalogued with a report name of **APTermsS.LST**.

A/R Tax Codes - Properties Screen

The properties for each Tax Code are defined with the following screen:



Field Definitions

A/R Tax Code	***X(6)***
This is the alphanumeric code assigned to the Tax Code. Enter this code when a Tax Code needs to be used within the Accounts Receivable system.	
Description	***X(30)***
Is a description of the Tax. This is printed on most reports, and is displayed to most screens where the Tax Code is utilized.	

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Rate %	***99.999 %***
Tax amounts are computed using the percentage rate defined by this field. If the tax is 5%, enter 5.000.	
G/L Tax Liability Account	***9(18)-9(5)***
Once an order or an Invoice is recorded to the A/R system as a Sales Transaction, if taxes have been computed, a Credit distribution is recorded to the account specified here.	

A/R Tax Codes Import/Export Data Formats

For Tax Codes that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filenames are either **AR_TaxCodes_In.XLS** or **AR_TaxCodes_Out.XLS.**

Column #	*Excel Column*	*Field*	*Format*
1	A	Tax Code	X(6)
2	B	Description	X(30)
3	C	Percentage	99.999
4	D	* Liability Account - Main Segment 1	9(i)
5	E	* Liability Account - Main Segment 2	9(j)
6	F	Liability Account - Profit Center	9(5)

* Each segment of the G/L Account's Main number is output into it's own column.

When loading the Tax Codes from a spreadsheet, you may also specify a pre-defined processing directive in column 1.

%RADD% – All tax codes for the rows following will be 1st deleted from the system, then updated with the new fields provided.

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%DELE% – All tax codes for the rows following will be deleted from the system and not replaced.

6.6.16 Territory Codes Maintenance

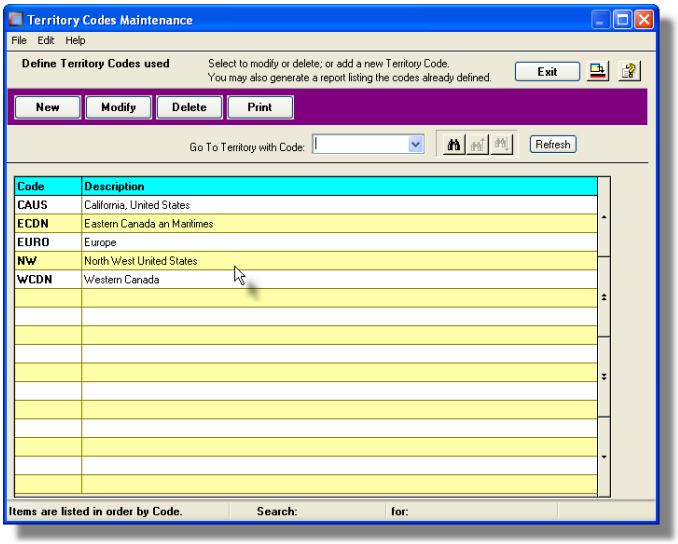
The Series 5 system maintains a list of Sales Territories. A Territory may be assigned to each Customer as one of their properties. All Territory codes that might be used must be maintained using this function. In effect, validating the Territory Codes provides a system-wide safeguard against operators accidental entering an invalid, or non-existent code.

The Territory Code is used as a filter in many of the reporting and analysis functions that are based on customers. It is also used for sorting or grouping of Customers.

The Territories defined here are listed in the Series 5 Territory Code LOV Lookup 65 window. The Territory Maintenance function is accessed from the A/R Main menu, by select **Territory Code...** from the **Codes Maintenance** drop-down menu.

Sales Territory Maintenance Grid

Territories are maintained using a Series 5 grid processing screen.



	"Fast Buttons"
New	Add a new Territory Co
Modify	Modify the Territory Co highlighted in the grid
Delete	Delete the Territory Co highlighted in the grid
Print	Generate a report listin Territory Codes alread

Edit an existing Territory Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

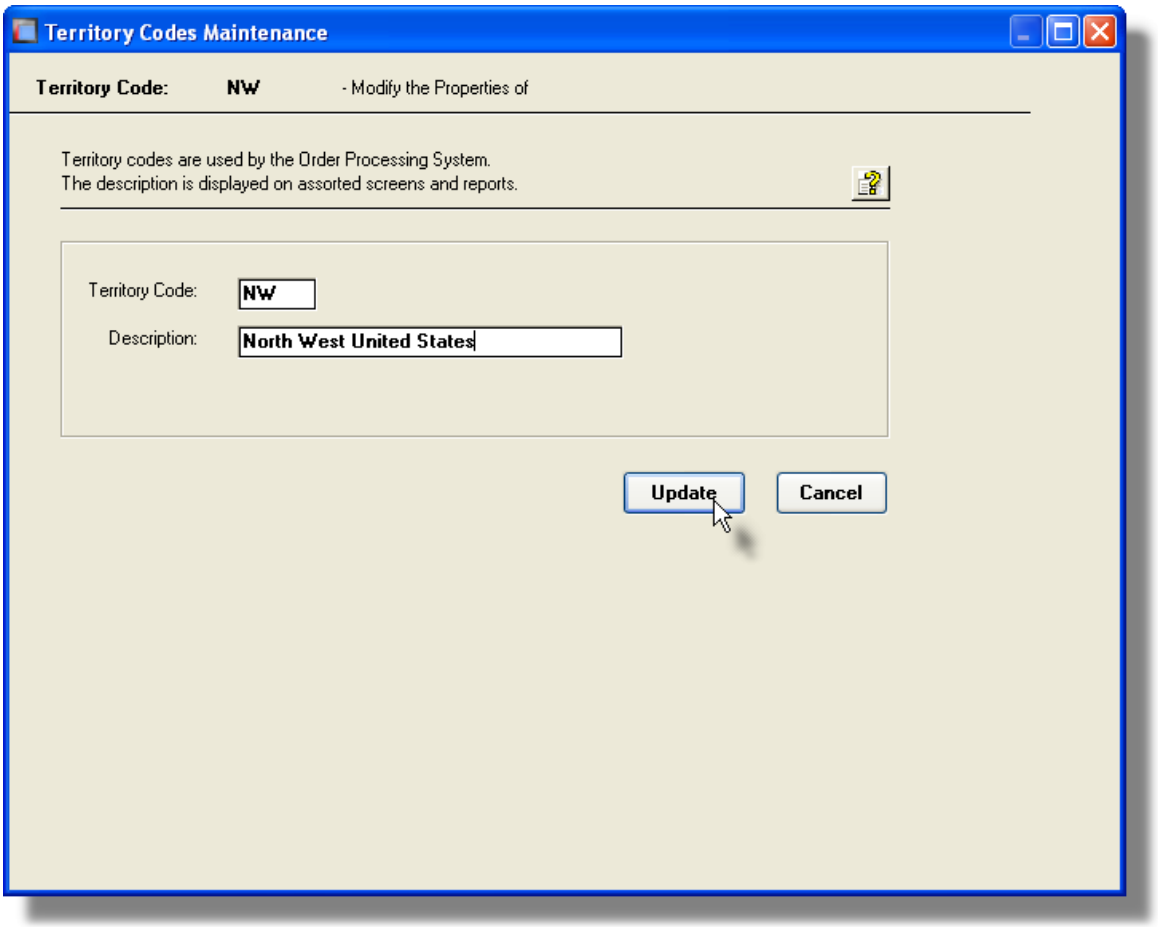
The report listing the Territories on file, if archived, will be catalogued with a report name of

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TERRTORY.LST.

Territory Properties Screen

The properties for each Territory are defined with the following screen:



Field Definitions

Territory Code Code	***X3)***
This is the alphanumeric code assigned to the Territory. Enter this code when a Territory needs to be used within the Accounts Receivable system.	
Name	***X(30)***
This is a name or description of the Territory.	

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6.6.17 User Defined Sales Codes Maintenance

Different Series 5 systems generated Invoices for customers defined in the Accounts Receivable system. User Sales Codes, in most instances, may be recorded with Customer Orders or Miscellaneous Invoices. These Invoices eventually result in A/R Open Items being generated for each Customer. The User Sales Code is carried through as a field in the A/R Sales Transactions, and are recorded with each Customers's Open Item records.

The User Sales Code may be used as a filter for the A/R Aging Reports to limit Open Items processed.

The User Sales Codes are used by the following Series 5 systems to be recorded with Invoices:

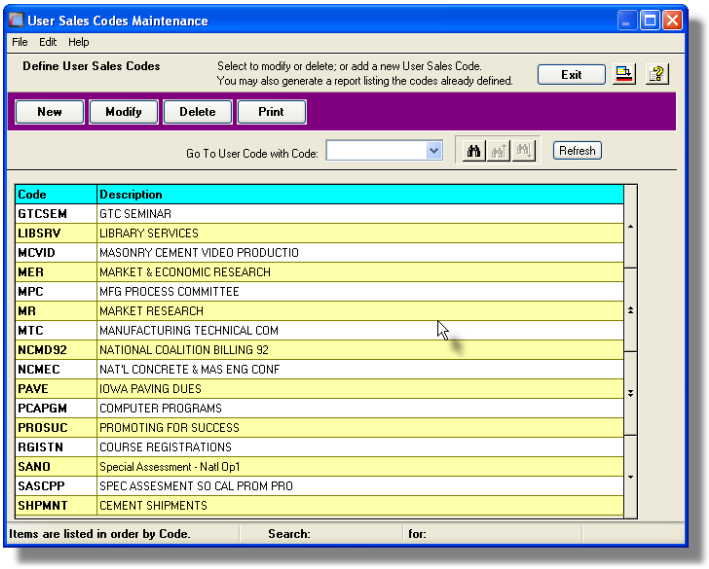
System	*Assigned Value*
Customer Order Processing –	The User Sales Code entered with Orders
Miscellaneous Invoicing –	The User Sales Code entered with Invoices
Professional Invoicing –	The P/I Project Code
Cement Shipments System –	SHPMNT
Class Registration Invoicing –	RGISTN

The User Codes defined here are listed in the Series 5 A/R User Code LOV Lookup 65 window.
The User Codes Maintenance function is accessed from the A/R Main menu, by select **User Defined Sales Codes...** from the **Codes Maintenance** drop-down menu.

A/R User Codes Maintenance Grid

A/R User Sales Codes are maintained using a Series 5 grid processing screen.

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	"Fast Buttons"
New	Add a new A/R User
Modify	Modify the A/R User highlighted in the gri
Delete	Delete the A/R User highlighted in the gri
Print	Generate a report lis A/R User Codes alre file

Edit an existing A/R User Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

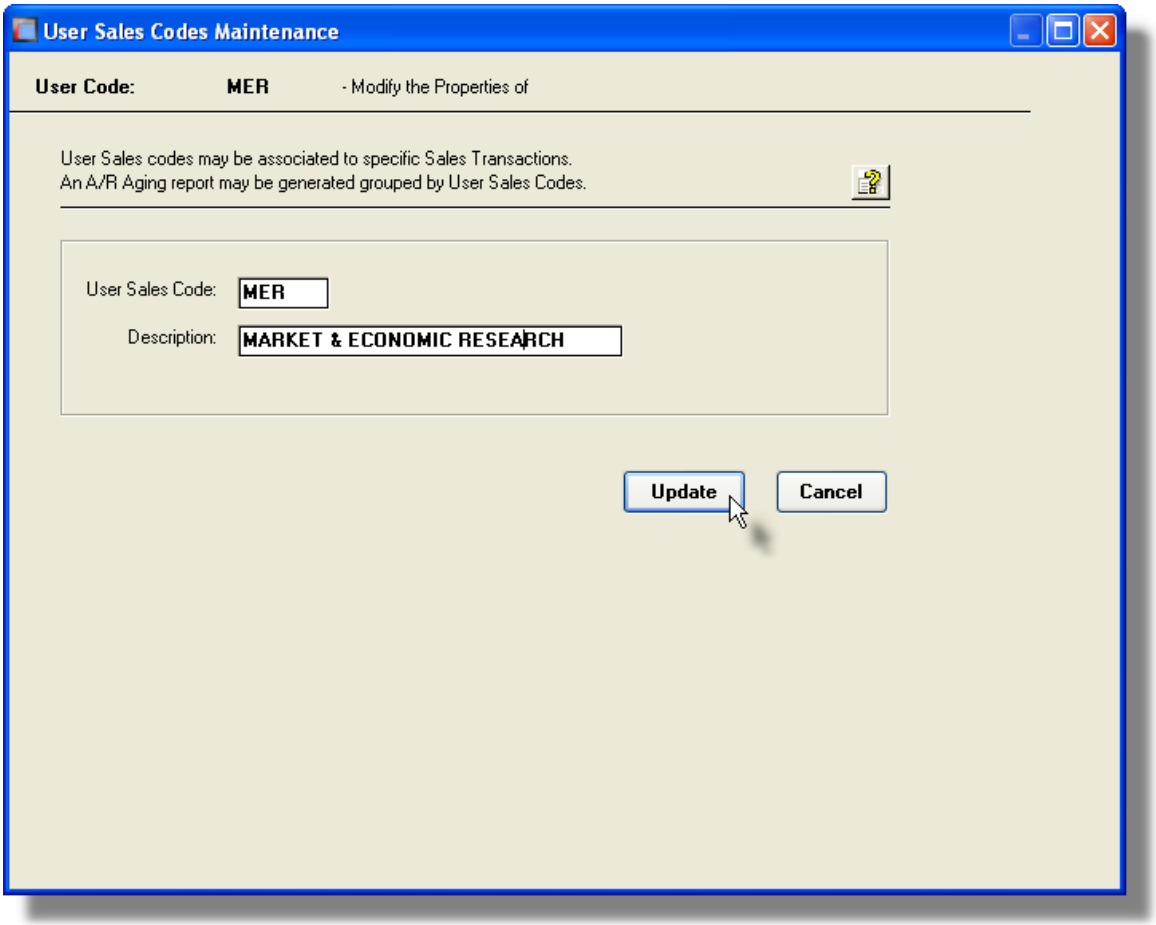
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 111 for full details).*

The report listing the A/R User Codes on file, if archived, will be catalogued with a report name of **USERCODE.LST**.

A/R User Sales Code - Properties Screen

The properties for each A/R User Sales Code are defined with the following screen:

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Field Definitions

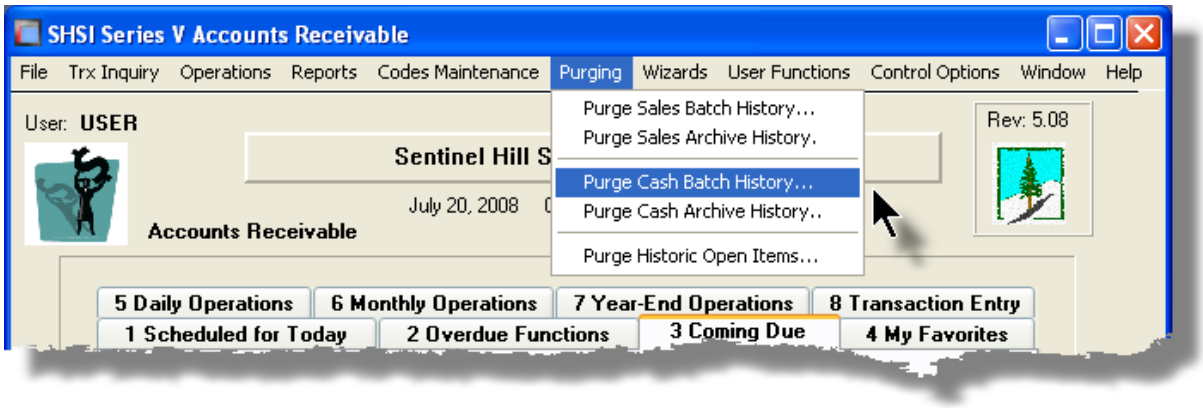
A/R User Sales Code	***X(6)***
This is the alphanumeric code assigned to the User Code. Enter this code when a User Code needs to be used within the Accounts Receivable system.	
Description	***X(30)***
Is a description of the User Code. This is printed on most reports, and is displayed to most screens where the User Code is utilized.	

6.7 Purging

The topics in this chapter describe functions and procedures that are a available under the **Purging** drop down menu on the Accounts Receivable menu. These menu items are used to remove old history records to free up disk space and overhead in the related data files.

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These functions are available from the A/R Menu Bar as shown:



6.7.1 Purge Sales Batch History

Accounts Receivable Sales transactions are entered into the system as groups using a Sales Transaction Batch. Each Batch has a unique code or number assigned either automatically or by the user. Control parameters may be assigned to each batch if desired.

Batches may be created from the Sales Batches Maintenance function, or directly from the Sales and Credits Transaction Entry 199 operation. When the batch of Sales Transactions is posted, the controlling Batch record is flagged as being "posted", and remains on the system until it is purged.

This function may be used to purge, or delete, these posted batch records. A range of dates may be specified to determine which records are deleted.

Accessing the function to Purge the Sales Batches records, can be done either directly from the Sales Batch Maintenance 426 function, or from the A/R Menu's **Purging** drop-down menu:



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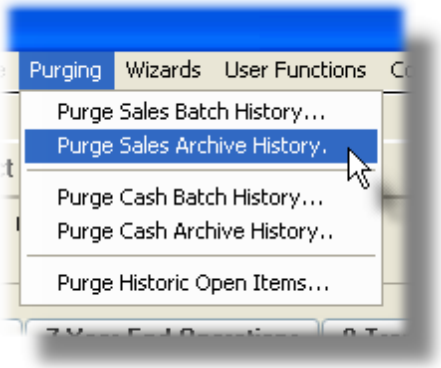
6.7.2 Purge Sales Archives History

As Sales transactions are entered, the associated data records are kept in the Series 5 system in their respective archive history files. This data is available for a variety of inquiry and reporting functions. Over time, these files may become quite large.

This function may be used to purge, or delete, these Archived Sales History records. A variety of selection filters may be set allowing you to be very specific as to which records are deleted. By default, the date range this is presented, will ensure that all records dated within the past five years are not deleted.

The operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

Accessing the function to Purge the Sales Archive History records, can be done either directly from the Historic Sales Archives Inquiry 176 function, or from the A/R Menu's **Purging** drop-down menu:



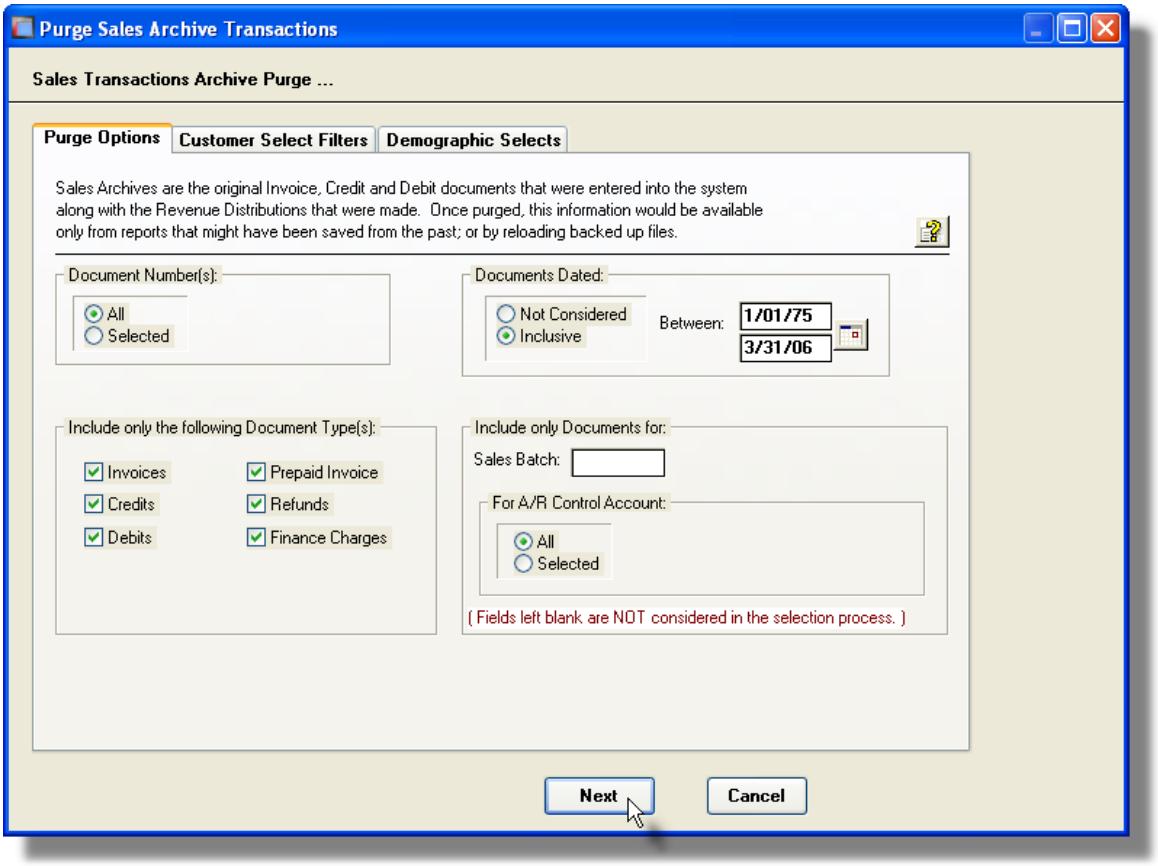
Warning

Once Archived History records are purged, this information will not be available to any of the A/R Inquiry or reporting functions. Be quite sure of the need to purge this data.

Archived Sales History Purge - Options Screen

The following screen is displayed offering a variety of filters for the purge function:

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Processing Filter Options Screen - Field Definition

Document Number(s)	***radio-buttons and 9(8)***
To select All transactions regardless of their Document numbers; or for only those that fall within a range of document numbers. If a range is selected, enter the starting/ending Document numbers.	
Include only Documents — for Type(s)	***check-boxes***
A check-box is presented for each of the types of Archived Sales Transactions that may be generated in the A/R system. Click-or un-click to have the particular type processed by the given function.	
Documents Dated	***radio-buttons and (mmddyy)***
Select to have All transactions selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
Include only Documents — for Sales Batch	***X(6)***

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To have only those transactions processed that were entered under a particular A/R Sales Batch code. *(Leave the field blank if it is not to be considered as a selection filter)* .	
Include only Documents — for Customer Code	***X(6)***
To have only those transactions processed that were recorded for a particular Customer. *(Leave the field blank if it is not to be considered as a selection filter)* .	
For A/R Control Account	***radio-buttons & 9(18)-9(5)***
The Series 5 system provides for the option of having more that one A/R Control Account. If this is the case, then you may choose to list ONLY those Sales Transactions that are associated to a particular A/R Control account.	

6.7.3 Purge Cash Batch History

Customer Cash Receipts are entered into the system as groups using a Cash Transaction Batch. Each Batch has a unique code or number assigned either automatically or by the user. Control parameters may be assigned to each batch if desired.

Batches may be created from the Cash Batches Maintenance function, or directly from the Cash Receipts Entry 218 operation. When the batch of Cash Transactions is posted, the controlling Batch record is flagged as being "posted", and remains on the system until it is purged.

This function may be used to purge, or delete, these posted batch records. A range of dates may be specified to determine which records are deleted.

Accessing the function to Purge the Cash Batches records, can be done either directly from the Cash Batch Maintenance 422 function, or from the A/R Menu's **Purging** drop-down menu:



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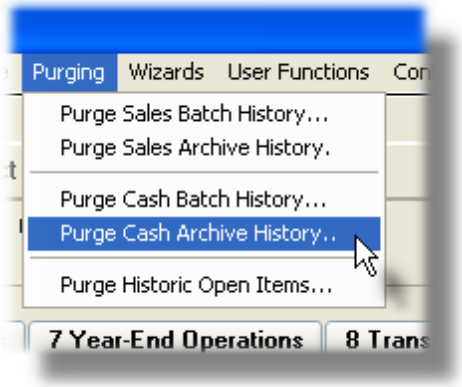
6.7.4 Purge Cash Archives History

As Cash Receipt transactions are entered, the associated data records are kept in the Series 5 system in their respective archive history files. This data is available for a variety of inquiry and reporting functions. Over time, these files may become quite large.

This function may be used to purge, or delete, these Archived Cash Receipt records. A variety of selection filters may be set allowing you to be very specific as to which records are deleted. By default, the date range this is presented, will ensure that all records dated within the past five years are not deleted.

The operator is also presented with the standard Customer Select Filters screen 103 and Demographic Selects screen 108. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

Accessing the function to Purge the Cash Receipts History records, can be done either directly from the Historic Cash Archives Inquiry 183 function, or from the A/R Menu's **Purging** drop-down menu:



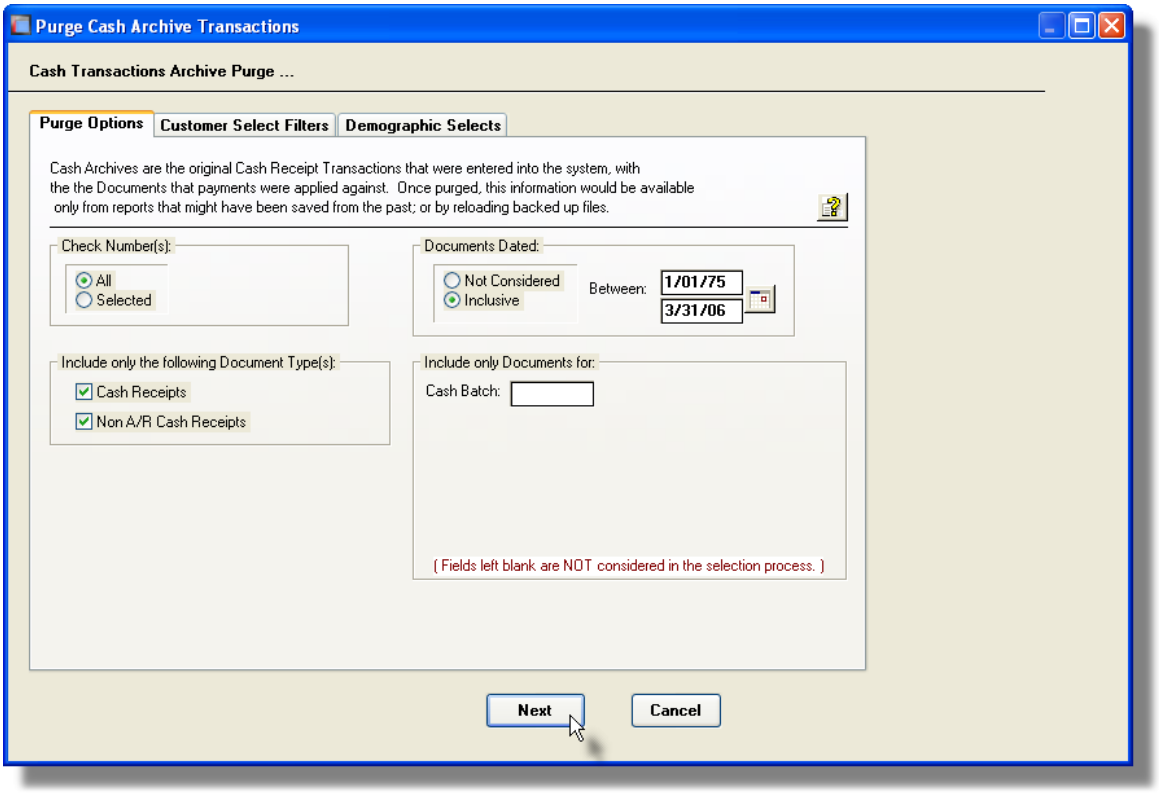
Warning

Once Archived History records are purged, this information will not be available to any of the A/R Inquiry or reporting functions. Be quite sure of the need to purge this data.

Archived Cash Receipts History Purge - Options Screen

The following screen is displayed offering a variety of filters for the purge function:

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Processing Filter Options Screen - Field Definition

Cash Receipt Check Number(s)	***radio-buttons and 9(8)***
To select All transactions regardless of their Check numbers; or for only those that fall within a range of document numbers. If a range is selected, enter the starting/ending Document numbers.	
Include only Documents — for Type(s)	***check-boxes***
A check-box is presented for each of the types of Archived Cash Receipts that may be generated in the A/R system. Click-or un-click to have the particular type processed by the given function.	
Documents Dated	***radio-buttons and (mmddyy)***
Select to have All transactions selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
Include only Documents — for Cash Batch	***X(6)***
To have only those transactions processed that were entered under a particular A/R Cash Entry Batch code. *(Leave the field blank if it is not to be considered as a selection*	

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filter) .	
Include only Documents — for Customer Code	***X(6)***
To have only those transactions processed that were recorded for a particular Customer. *(Leave the field blank if it is not to be considered as a selection filter)* .	
For A/R Cash Account	***radio-buttons & 9(18)-9(5)***
The Series 5 system provides for the option of having more that one A/R Cash Account. If this is the case, then you may choose to list ONLY those Cash Receipts that are associated to a particular A/R Cash account.	

6.7.5 Purge Historic Open Items History

Historic Open Item record are just Customer Open Items records that were moved to history when the Purge Accounts Receivable operation was executed. These records will remain in the system until until they are purged.

This function may be used to purge, or delete, these historic Open Item records. A range of dates and document numbers may be specified to determine which records are deleted.

Accessing the function to Purge the Historic Open Item records, can be done either directly from the Purged Open Items Inquiry 195 function, or from the A/R Menu's **Purging** drop-down menu. ***(Refer to the topic within the Purged Open items Inquiry chapter for further details).***



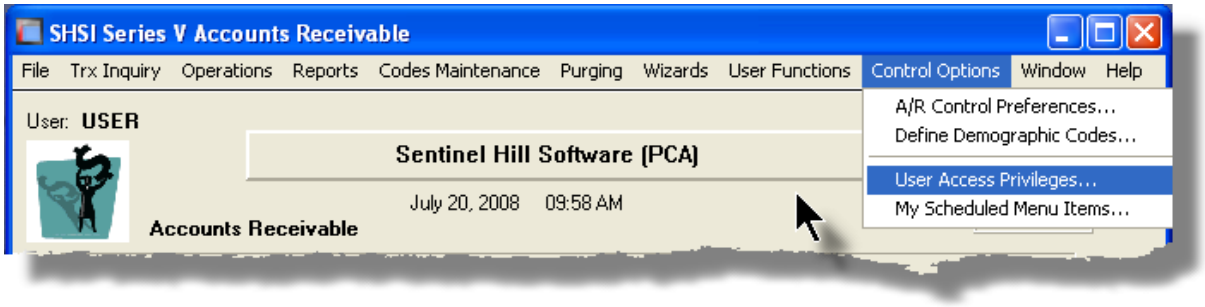
6.8 Control Option Functions

The topics in this chapter describe functions and procedures that are a available under the **Control Options** drop down menu on the Accounts Receivable menu. These menu

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items are used to set up control options, and user access rights to the application.

These functions are available from the A/R Menu Bar as shown:

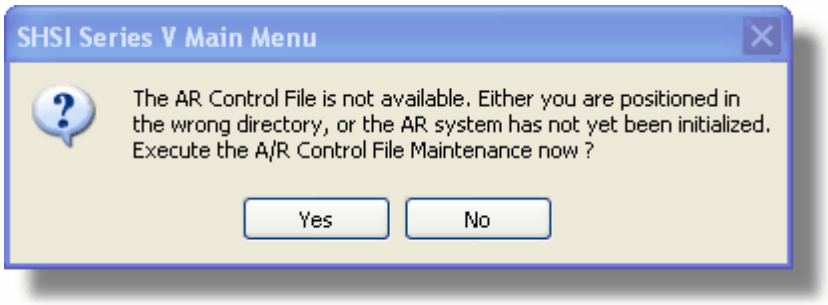


6.8.1 A/R Control Preferences

The A/R Control Preference function governs the overall structure of the A/R system for the specific Company System that your are signed on with.

Accessing the A/R Control Properties for the first time

When setting up the system for the first time, a message will be displayed advising you that the AR Control is not available. Click the **Yes** button. You will then be advised of an Error 35. At this point you need to click the **Yes** button again to proceed.



The A/R system preferences window will be displayed. There are a number of different categories of options, each grouped in a tabbed sub-screen. As you finish editing each screen, click the **Next >** button at the bottom.

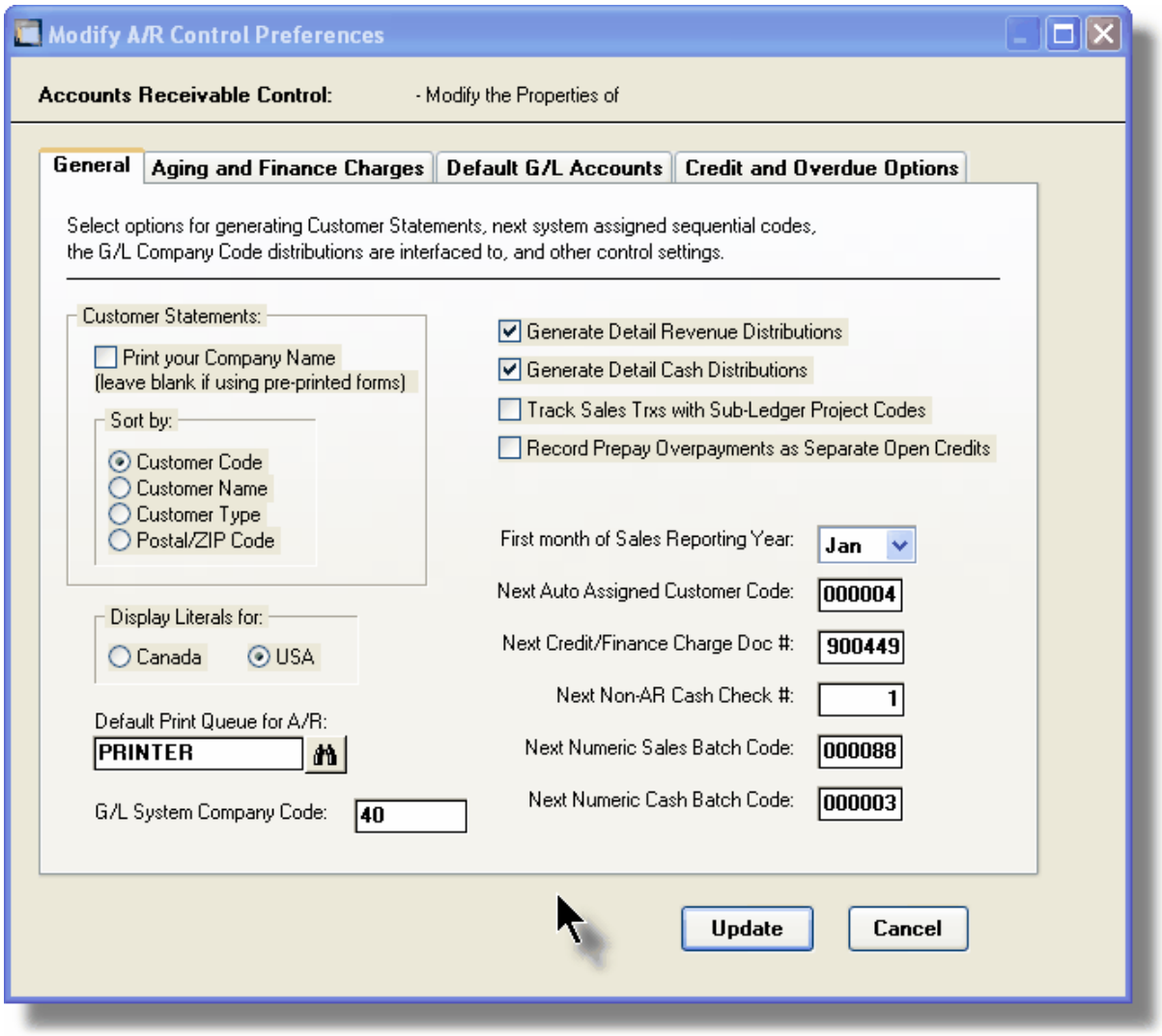
> **Setup Tip**
>
> As you may not have actually entered any Master Code records that may be referenced in these screens, just enter any value. (Particularly in the Accounts fields). You can also come back to edit the Control Preferences later.

Once your A/R Control Preferences is established, the system can then be used.

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6.8.1.1 General Tab Screen

Defines the properties for basic Accounts Receivable processing.



Field Definitions

Print Company Name on Statements	***check-box***
If you are not using pre-printed Statement forms, set this check-box to have your Company Name printed at the top. If using pre-printed forms leave un-checked.	
Sort Customer Statements By	***radio-buttons***
Customer Statements may be sorted in a variety of different ways.	

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◉ Customer Code ○ Customer Company Name ○ Customer Type Code ○ Postal Code/ZIP	Click the appropriate button for the desired sort

Display Literals for US or Canada — *radio-buttons*

In assorted functions there may be minor differences in the field displays and report headers. Select for either USA or Canada versions. (ie., Postal Code or ZIP Code)

◉ Canada ○ USA	Click the applicable button for the desired results

Default Print Queue for A/R — *X(20)*

Select the Series 5 Printer Queue that would be used to typically print the reports generated for this Accounts Receivable system. When any of the reporting functions are executed, this printer will be displayed as the default, unless overridden by the user's assigned Printer Queue. Print Queues are defined by a System Maintenance function. *(Refer to the Systems Management Help if required)*.

G/L System Company Code — *X(8)*

For users with the Series 5 General Ledger system, enter the G/L reporting Company Code of the company to which Journal Entries from this A/R system are to be recorded. If you don't have multiple companies defined in the G/L, then enter ****SINGLE** in this field.

Generate Detail Revenue Distributions — *check-box*

When Customer Sales transactions are entered with revenue distributions they are recorded in the A/R. When recording the information in detail, the Customer Code, and Invoice Number are recorded with the distribution. If not, then the distributions will be summarized by date for each Revenue Account. You should typically have this field checked.

Generate Detail Cash Distributions — *check-box*

When Customer Cash Receipts are entered and posted, the cash distributions are recorded in the A/R. When recording the information in detail, the Customer Code, and Check Number are recorded with the distribution. If not, then the distributions will be summarized by date for each Cash Account. You should typically have this field checked.

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Track Sales Transactions with Sub-Ledger Project Codes	***check-box***
For Customer Sales transactions entered with revenue distributions, the system provides the option for entry of a Sub-Ledger Project Code. The sub-ledger Code is carried forward to the General Ledger system with the journal entry that is recorded there. Set the check-box if you are using Sub-Ledger codes.	
Record Prepay Overpayments as Separate Open Credits	***check-box***
The system allows for Customer Sales transactions to be entered with a Prepayment. When posted to the A/R, both an Invoice and a Payment Open Item records are generated. If there was an Overpayment, they you may choose to record that amount with the Payment Open Item, or have the overpayment amount recorded as a separate Open Credit on account. It's a good idea to have the Open Credit recorded, because otherwise the Invoice and Payment Open Items remain as Open Items until a manual adjustment is made.	
First month of Sales Reporting Year	***drop-down list***
Select the month that is typically your first reporting period of the year. The sum of all Sales Transactions entered into the system is accumulated in a monthly table for each customer. The 1st entry of the table corresponds the the selected month. *(Note that if at some time you decide to change the starting month, you may execute the function to* ***Recalc Customer Sales Statistics*** *under the* ***Operations*** *drop-down menu in the A/R menu) .*	
Next Auto Assigned Customer Code Code	***9(6)***
Customer Codes may be numeric or alphanumeric. If using numeric codes, when a new customer is added to the system, the operator can strike the **F1** function key to have the Next Numeric Customer Code automatically assigned. At that point this field will automatically be incremented.	
Next Credit/Finance Charge Document Number	***9(8)***
Different functions in the Accounts Receivable system may automatically generated Customer Credits or Finance Charge transactions. You need to be careful about the assignment of Invoice numbers, Credit document numbers, and Finance Charges document numbers. Basically each Sales Transaction should have a unique document #. To make sure there is no conflict, when Credits are automatically generated, (in both the P/I and A/R systems), or when Finance Charges are generated, this field will be used to assign those numbers. ***The value entered here should be something like 990000. This allows you to enter 10,000 credits and finance charges, and up to 990,000 Invoices without causing a conflict.***	

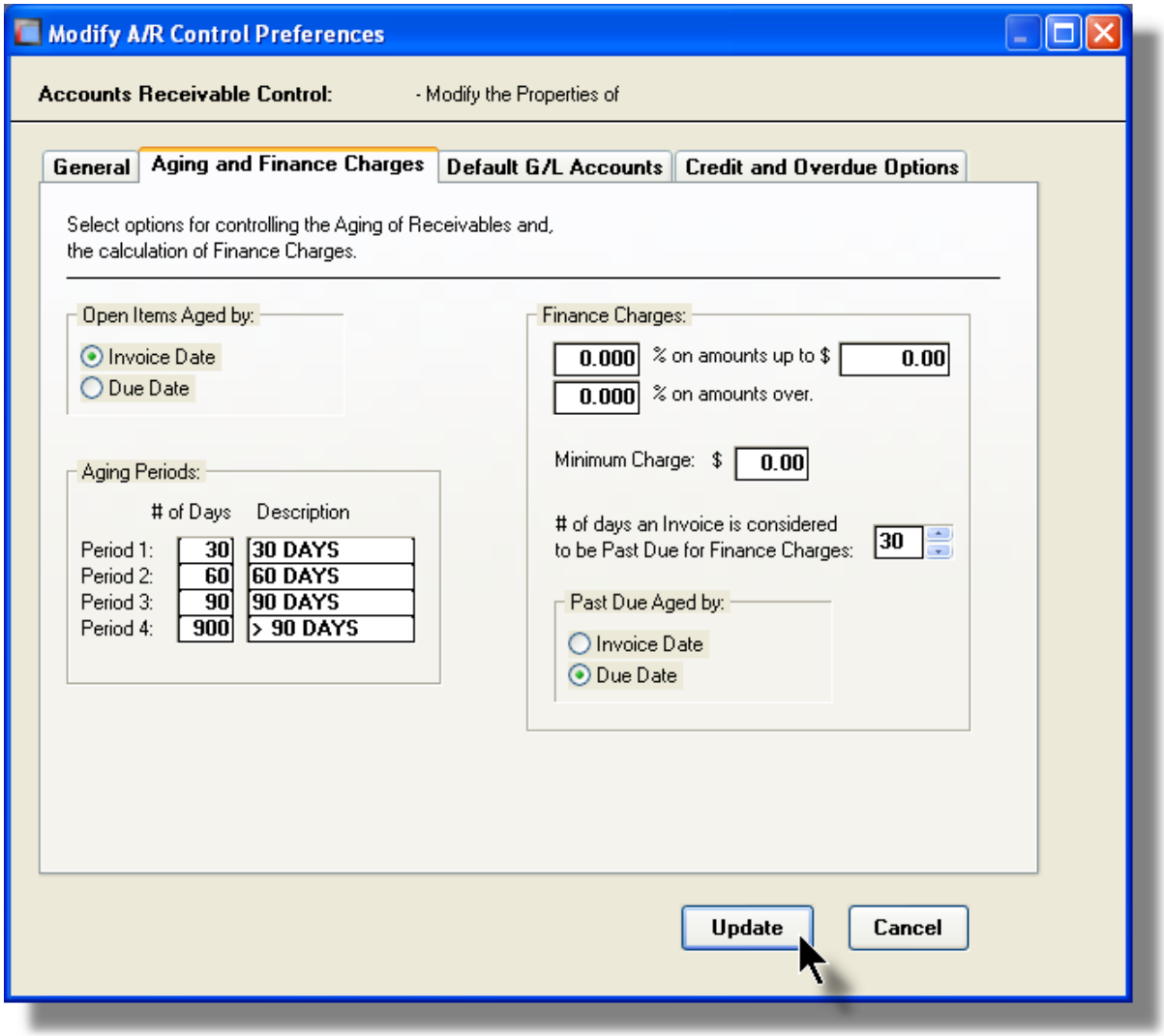
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Next Non-AR Cash Check #	***9(8)***
Customer Cash Receipts may be recorded as Non-AR Cash. If the Customer Code has the "*" as the 1st character, then that is a special customer that is to be used to record ***"Miscellaneous"*** invoices or cash receipts. In this case then the system will automatically assign the Check # to the Cash Receipt. This field defines the next number that is to be assigned. At that point this field will automatically be incremented. If the first 7 characters of the Customer's Company Name is "**NON A/R"**, then the cash receipt will be automatically set up as a Non-AR Cash Receipt, and this next Check # assigned.	
Next Numeric Sales Batch Code	***9(6)***
Customer Sales transactions are entered into the system utilizing sets, or batches, of transactions. If you make use of numeric Batch Codes, when new batches are created, the operator can strike the **F1** function key to have the Next Numeric Batch Code automatically assigned. At that point this field will automatically be incremented.	
Next Numeric Cash Batch Code	***9(6)***
Customer Cash Receipts transactions are entered into the system utilizing sets, or batches, of transactions. If you make use of numeric Batch Codes, when new batches are created, the operator can strike the **F1** function key to have the Next Numeric Batch Code automatically assigned. At that point this field will automatically be incremented.	

6.8.1.2 Aging & Finance Chrgs Tab Screen

Defines the properties for those functions that age the Open Items and compute Finance Charges in the Accounts Receivable system.

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Field Definitions

Open Items Aged by	***radio-buttons***
This option defines how customers' Open Items are to be aged by the A/R Aging Report and Statement printing functions. Select from either the Invoice Date of the item, of the Due Date.	
◉ Invoice Date ○ Due Date	Click the applicable button for the desired results
Aging Periods - # of Days	***9(3)***
Customers' Open Items are aged by computing the # of days between the current date, and either the Invoice Date of the Due Date. Aged items will be categorized by falling into	

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any one of 4 periods that you define by these fields.

Aging Periods - Description	***X(12)***

You can provide a brief text description for each of the Aging Periods. This appears on assorted reports, Customer Statements, and assorted screen displays.

Finance Charges - % Rates	***99.999 %***

Finance Charges are computed based on a percentage of the overdue amounts. Two levels of rates may be defined. The charge is computed with the following formula:

$$Finance\text{-}Charge = Level_1\ \% \times (\ Past\text{-}Due\text{-}Amount_{\ upto\ Cutoff\ Amount}\ ) + Level_2\ \% \times (\ Past\ Due\text{-}Amount_{\ over\ the\ Cutoff\ Amount}\ )$$

Finance Charges - Minimum Charge	***99.99***

When Finance Charges are computed for a customer, if the amount is less that the value entered, then no charges are recorded.

# of day Pas Due for Finance Charges	***9(3)***

When an Invoice is older than the # of days specified here, then it is considered as past due. It's balance due amount will contribute to the customer's Total Past Due Amount, which is used for computing the Finance Charge.

Past Due Aged by	***radio-buttons***

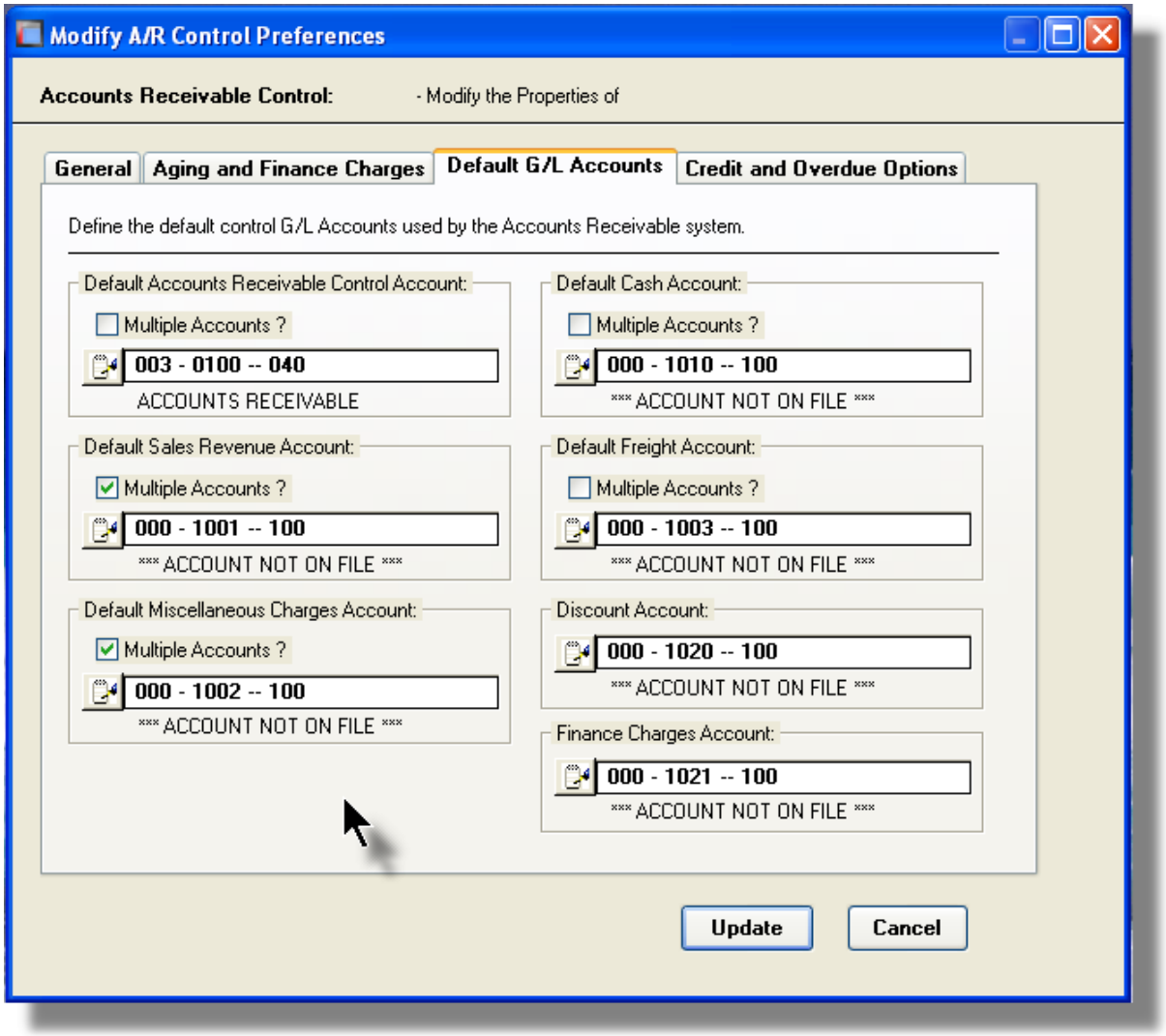
A customer's Finance Charges are computed on the total amount of all invoices that are Past Due, based on either the Invoice Date or the Due Date.

(•) Invoice Date ( ) Due Date	Click the applicable button for the desired results

6.8.1.3 Default G/L Accounts Tab Screen

Defines the defaults for the significant G/L Accounts used in the A/R processing

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Field Definitions

Multiple Accounts Receivable Control Accounts ?	***check-box***
The Accounts Receivable system supports the use of multiple A/R Control accounts. If you intend on having multiple control accounts, set this check-box, and where applicable, the operator will be able to choose that control account to be used. If you only have one A/R Control account, then leave this unchecked. If you have multiple Control Accounts, then when each Sales Transaction is entered, you will need to enter the applicable account, and when generating the A/R Aging report, it will have it's items grouped by each A/R Control Account.	
Default Accounts Receivable Control Account	***9(18) - 9(5)***

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The account entered here is used as the default in any screen requiring the entry of this account. If the preceding field is not checked, then this account is used as the A/R Control account.

Multiple Sales Revenue Accounts ?	***check-box***

The Accounts Receivable system supports the use of multiple A/R Revenue accounts. If you intend on having multiple revenue accounts, or are using the Series 5 Customer Order Processing system, then set this check-box as checked. If left unchecked, then all revenue amounts for Sales Transactions will be recorded to the Default Sales Revenue account specified.

Default Sales Revenue Account	***9(18) - 9(5)***

The account entered here is used as the default revenue account in any screen requiring the entry of this account. If the preceding field is not checked, then this account is used as the only A/R revenue account.

Multiple Miscellaneous Charges Accounts ?	***check-box***

The Accounts Receivable system supports the use of multiple Miscellaneous Revenue accounts. There is a field associated to each Sales Transaction for Miscellaneous charges. If you wish to be able to record this amount to different accounts, then set this check-box as checked. If left unchecked, when Sales Transactions are posted, the miscellaneous amount will be automatically recorded to the Default Miscellaneous account specified.

Default Miscellaneous Charges Account	***9(18) - 9(5)***

The account entered here is used as the default for Miscellaneous Charges.

Multiple Cash Accounts ?	***check-box***

The Accounts Receivable system supports the use of multiple A/R Cash accounts. If you intend on having multiple cash accounts, set this check-box, and where applicable, the operator will be able to choose the cash account to be used. If you only have one Cash Account, then leave this unchecked.

Default Cash Account	***9(18) - 9(5)***

The account entered here is used as the default in any screen requiring the entry of this account. If the preceding field is not checked, then this account is used as the A/R Cash

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account.

Multiple Freight Accounts ?	*check-box*

The Accounts Receivable system supports the use of multiple Freight accounts. There is a field associated to each Sales Transaction for Freight charges. If you wish to be able to record this amount to different accounts, then set this check-box as checked. If left unchecked, when Sales Transactions are posted, the freight amount will be automatically recorded to the Default Freight account specified.

Default Freight Account	*9(18) - 9(5)*

The account entered here is used as the default for Freight Charges.

Discount Account	*9(18) - 9(5)*

The Accounts Receivable system supports one Discount account. This is the account to which all discount amounts, entered by the Cash Receipts entry function, are recorded to.

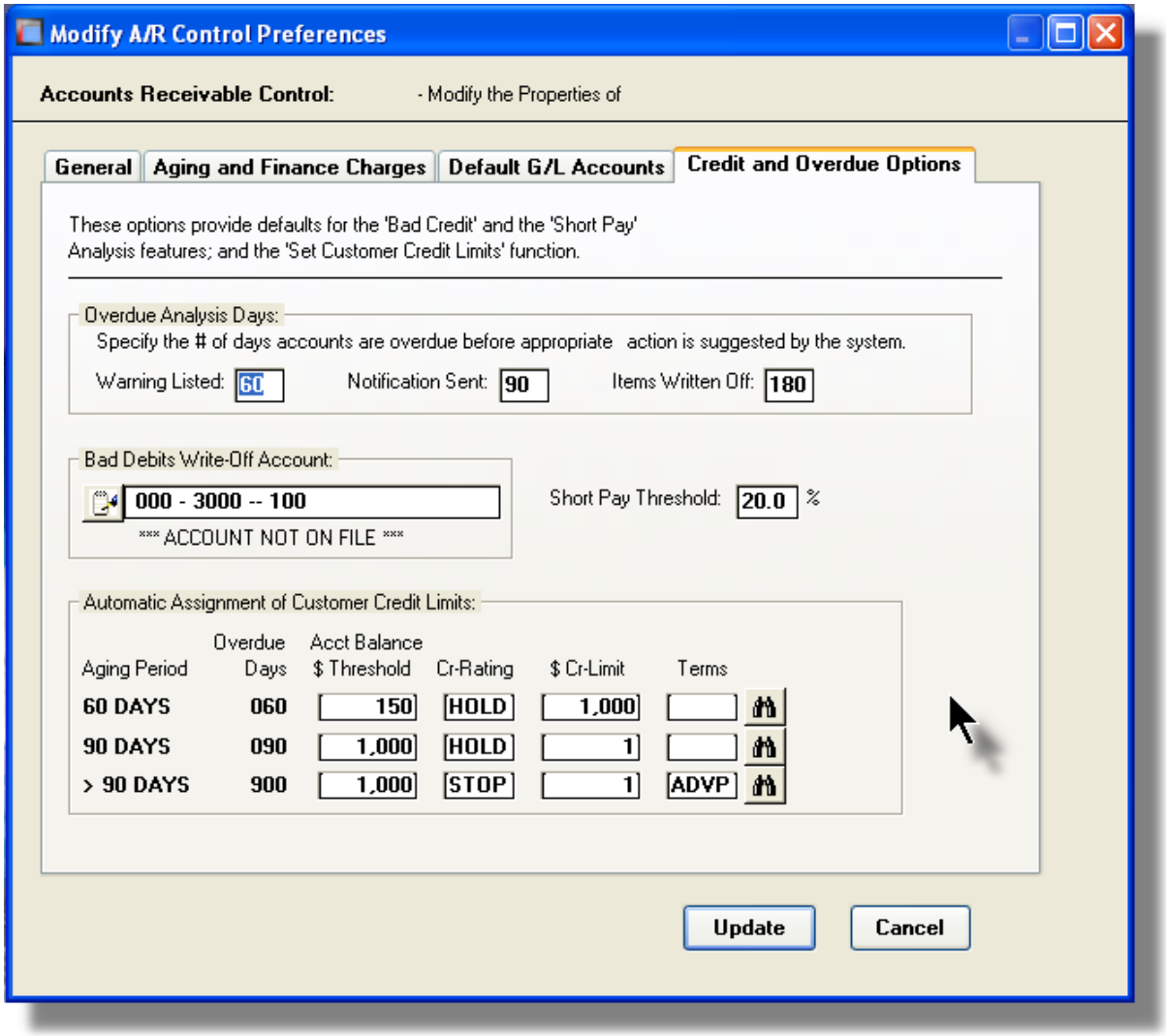
Finance Charges Account	*9(18) - 9(5)*

The Accounts Receivable system supports one Finance Charges account. This is the account to which all Finance Charges generated are recorded to.

6.8.1.4 Credit & Overdue Tab Screen

Defines the properties associated to default for the Overdue Analysis and the Automatic assigning of Customer Credit Limits in the A/R system.

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Field Definitions

Overdue Analysis Days	***9(3)***

The Overdue Analysis function when executed, reports on those customers that have unpaid items that are overdue. Depending on the # of days these items are overdue, there are three different levels of severity, or actions, that may be taken. Enter the # of days overdue for each of the given levels of action.

Warning Listed — The customer will be listed on the Overdue Analysis report as a warning

Notification Sent — The customer will be included in a Merged file that may be used as input to an MS Word document that would be mailed

Items Written Off — As an option, Credits will automatically be generated for the individual items so that they can be removed from the A/R Open

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Item file	
Bad Debits Write-Off Account	***9(18) - 9(5)***
If the Overdue Analysis function is executed with the option to have Credit Transactions generated against items that are to be written-off, then this account is used to record the loss.	
Short Pay Threshold %	***99.9 %***
The Overdue Analysis function when executed, may be selected to analyze Open Items that are considered as Short Paid. An item is considered to be a Short Pay, when the Balance Due amount is less that or equal to the Short Pay amount. The Short Pay amount is computed as a percentage of the original Invoice amount.	
Automatic Assignment of Customer Credit Limits	***table***
These fields are used as control parameters for the Set Customer Credit Limits function, available from the A/R Operations sub-menu. When a Customer's aged Balance Due total, for a given aging period,exceeds the corresponding Threshold $ value, that customers' Credit Rating, Credit Limit and Terms Code fields will be set to the values specified.	

6.8.2 Define Customer Demographic Codes

The A/R system provides for the capability to define up to 15 user defined Demographic Codes. These are basically different types of information they you can dream up that is used to categorize your customers. These codes are presented as selection filters in a variety of reporting and operational functions throughout each of the Series 5 systems that are driven by the Customer Master file.

Once you have established these codes, you will need to enter the valid values that are associated to each code. Once valid codes have been entered, they can be assigned to your Customers.

As an example, suppose you have a number of customers that have one or more dogs that are used as their mascots, or on their logos. You might set up a Demographic code as follows:

1) Select **Define Demographic Codes** from the A/R's **Control Option** sub-menu.

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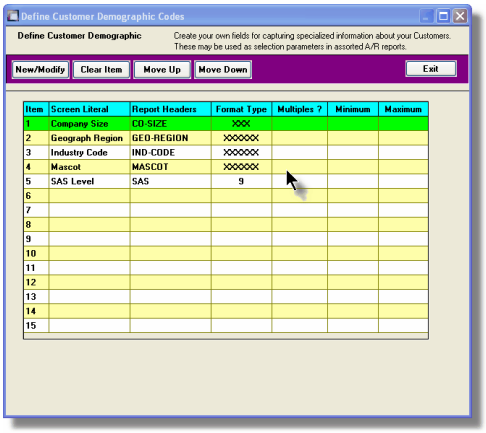
Set up a new item named Dog Types. We'll set it up as a 6 character Alpha Code, and allow multiple values to be assigned to a given customer.

2) Now you can set up the different Dog Type codes that you may want to assign to your customers. From the A/R's Codes Maintenance sub-menu, there will now be a menu item called Dog Codes... Click on this menu item to define the Dog Type codes that will be valid in your system. (Ie., LAB for a Labrador Retriever, PITBUL for a Pitbull Terrier, YORKY for a Yorshire Terrier, etc.).

3) Now that you have defined the Demographic Code, and set up the codes that are allowed, you may now assign them to your Customers. Under the properties for each Customer there is a tabbed screen titled Demographics. For each demographic that has been set up, there will be a field displayed where you can enter one or more of the valid codes that has been defined.

The Define Demographics Grid Screen

Up to 15 Demographic Codes may be defined. The following screen is displayed.



"Fast Buttons"	
New/Modify	Select a blank row in the grid and click to have a new Demographic Code added; or, ... select an existing code's row, and click to have it edited
Clear Item	Delete the code highlighted in the grid
Move Up	Shift the highlighted code up 1 row in the grid. The order displayed in the grid is the order demographic codes are displayed in the A/R Codes Maintenance sub-menu, and on the Customer's properties screen
Move Down	Shift the highlighted code up 1 row in the grid.

Once your A/R Demographic Codes have been set up, you will have to add the valid codes that are associated to each one.

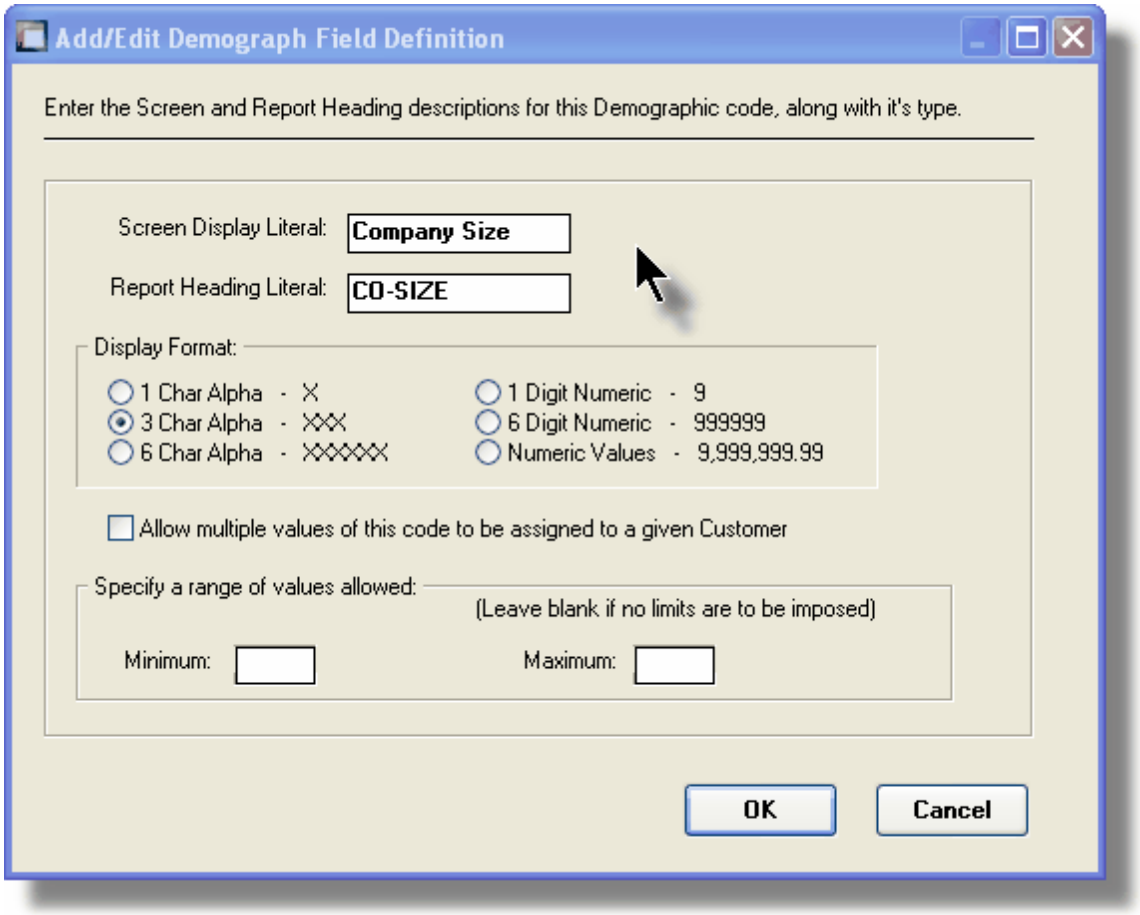
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6.8.2.1 Demographic Code Properties

Each Demographic Code that is set up for the Accounts Receivable system has properties defining the format of the code, and how it might be used.

Demographic Code Properties Screen

Following is the screen for each Demographic defined.



Field Definitions

Screen Display Literal	***X(15)***
The text entered here is used to describe your demographic code. It is used in the A/R Codes Maintenance sub-menu, in the Customers' Demographics properties screen, in the Codes "Lookup" screen and in the screen used for entry of Customer Demographic Select filters. The description here should be entered in upper and lower case with the	

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1st char of each word capitalized.

Report Heading Literal	***X(15)***

When demographic codes are used in assorted reports, the text entered ere is used in the report's header. This text should be entered in upper case.

Display Format	***radio-buttons***

This option defines the format of the code.

○ 1 Character Alpha - X ○ 3 Character Alpha - XXX ◉ 6 Character Alpha - XXXXXX ○ 1 Digit Numeric - 9 ○ 6 Digit Numeric - 999999 ○ Numeric Values - 9,999,999.99	Click the applicable button to select the format for the validation codes or values that will be defined for this Demographic code.

Allow multiple values to be assigned to a given Customer	***check-box***

If you wish to create a Demographic Code that can have multiple values assigned to it for a given Customer, then you need to set the check-box. An example of such a code might be one called “Yellow Page Listings”, where for a given customer, you would hope to record which categories he might be found under in the Yellow Pages phone book. The customer would probably have a listing under several topics. There is extra system overhead associated with allowing multiple codes, so it should be assigned only after careful consideration.

Minimum/Maximum Range Values	***X(n) or 9(n)***

You may specify minimum and maximum values that are allowed to be entered for this demographic code. If left blank then no limits will be imposed. (Even though no limits are set here, any code that is entered must still have been defined in this Demographics Codes Maintenance function.

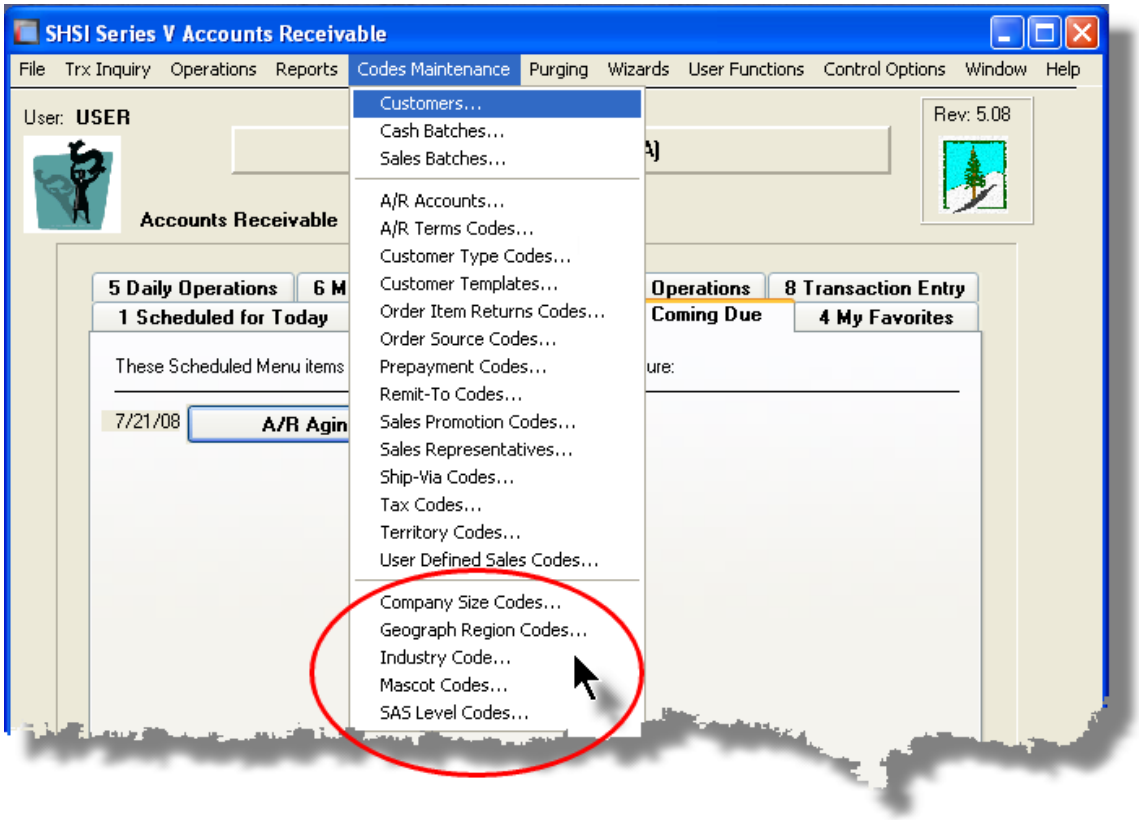
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6.8.2.2 My Demographic Code Maintenance

For each of the demographic codes that have been set up, you will need to define those codes that are valid. There will be a menu item for each at the bottom of the A/R's **Codes Maintenance** drop down menu. These menu items are used to set up codes allowed for your defined demographic code.

Accessing the "My Demographic" Codes Maintenance

These functions are available from the A/R Menu Bar as shown:

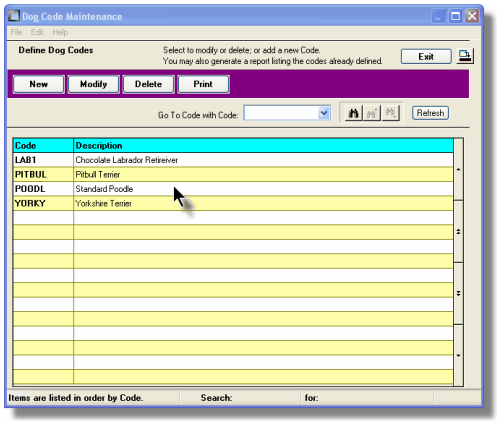


In this example, there are Demographic codes for Company Size, Geographic Region, Industry Code, Mascot Code and SAS Level Codes.

"My Demographic" Codes Grid Screen

Each of the demographic codes are maintained in a grid screen as shown:

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"Fast Buttons"	
New	Have a new Dog Code added
Modify	Modify the Dog Code highlighted in the grid
Delete	Delete the Dog Code highlighted in the grid
Print	Print a report listing the Dog Codes on file

In this example, it's for a demographic code set up for Dog Codes.

Grid Display Search options

You may search for specific records displayed in the grid using a number of relevant fields.

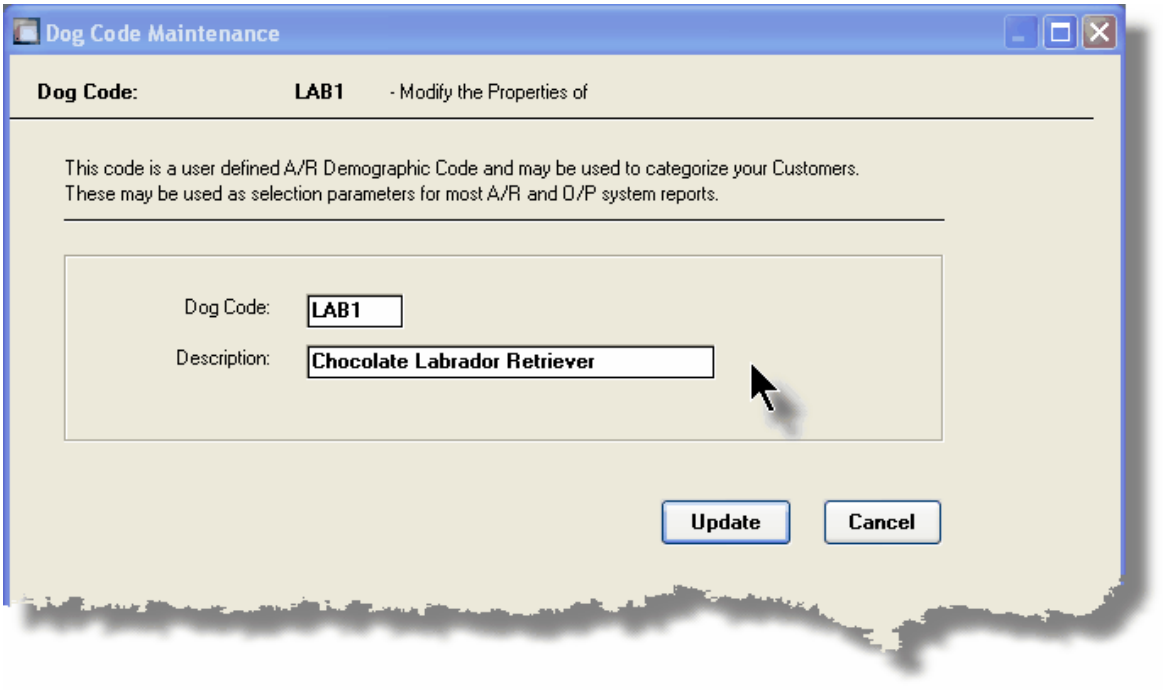
Click on the  Search icon.
A search string may be entered for the following fields:

- Code Description

"My Demographic" Code Screen

An example of the screen displayed for entering the properties for *My Demographic* code. (In this case it's for a Dog Type Code).

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"My Demographic" Code Screen Field Definitions

"X*xxxxx*" Code	**X(1), X(3), X(6), 9(1), 9(6) or 9,999,999.99**
Enter the alphanumeric code or numeric value that will be used to identify this demographic code. The format is defined for the type of code.	
Description	**X(30)**
This is the text description of the associated code.	

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Part



7 Appendix

7.1 A/R Data Files

The Series 5 system provides for a reasonably flexible approach to defining where your data files are kept on your system. Your System's Manager will have established how this is configured. *If you are accessing this documentation to figure that out, please refer to the help for "Accounts Receivable Systems Management".*

Regardless whether processing under UNIX, or MS Windows, the structures of the file system will be similar, and the name of the files are the same. Remember that UNIX filenames are case sensitive.

7.1.1 Data Directory Structure

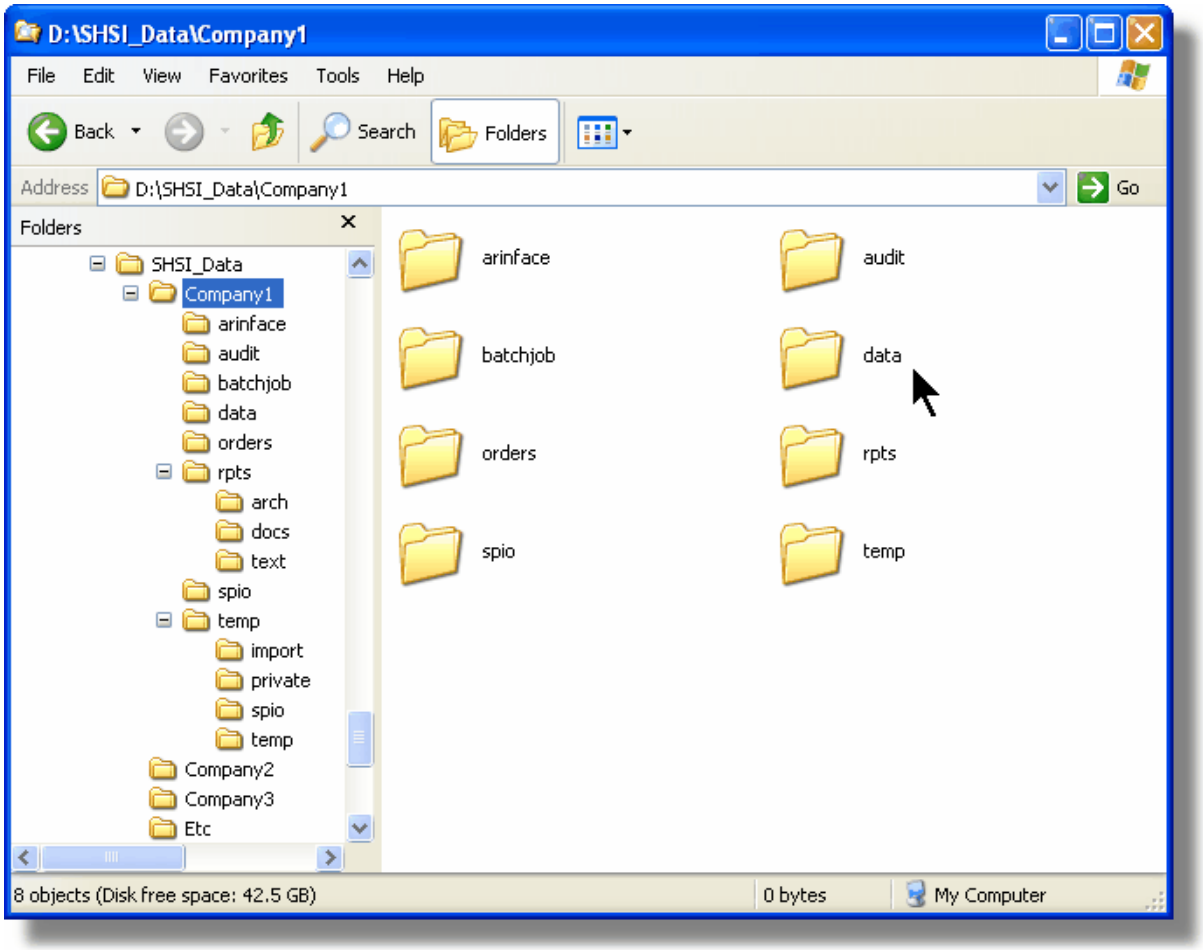
Each Company maintained on your system will have a directory structure that is separate from one another.

> **Important Note**
>
> The Series 5 system allows you to maintain accounting files for a number of different companies systems. The data files for each of these companies should be kept in a separate directory structure.

Sample Directory Structure under Windows

This tree diagram shows the structure for 3 Companies defined in this system, one of which has been expanded for this display.

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- Structures for 3 companies are shown under the SHSI_Data folder. **Company1**, **Compan2** and **Company3**
- The Series 5 Control files are stored in the **d:\SHSI_Data\etc** sub-folder.
- The actual accounting data files are stored in the **data** sub-folder within each **Companyi** directory
- Archived reports are stored in the **rpts\arch** sub-folder

Edit an existing Company by double-clicking it associated row. Standard Series 5 grid controls apply.

7.1.2 A/R System Control Files

These files are used to hold the information to manage your Accounts Receivable data files. They may be be found in the directory specified for the associated company system. There is only one of each of the following files.

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A/R System Control files

Filename	*Description*
ARPASSFL.*XXX*	Used as a record to pass assorted fields within the A/R system. In some cases, data is passed from other subsidiary systems to the A/R system.
ARCNTROL.*XXX*	Holds the Control properties information for the A/R system
CODSELCT.*XXX*	Used by those applications that offer record filtering screens. If a set of random codes are selected as filters, they are stored temporarily in this file.
DEMCNTRL.*XXX*	Holds the definitions of the A/R Demographic Codes
FLEXCTRL.*XXX*	Holds the definition of the G/L Account Number.
RECENTS.*XXX*	A number of maintenance and processing functions remembers the most recently accessed codes. These are stored in this file.
USERACC5.*XXX*	Holds the access rights of all users to all Series 5 systems.

Please Take Notice

The actual extension of the filenames listed will be that defined in the properties for your particular Company System.

7.1.3 A/R Company Data Files

These files are used to hold the master codes and transaction records used by the A/R application. They may be be found in the directory specified for the associated company system.

A/R System Data files

Filename	*Description*
AGINGWRK.*XXX*	A temporary work file that is built when the A/R Aging Report is generated.

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ARACTFIL.*XXX*	Holds the valid A/R accounts that are used in the system.
ARANALYZWRK*nnnn*.*XXX*	This is a work file that is created when the A/R Period Analysis function is executed. The *nnnn* is the PID # of the user that ran the analysis.
ARCODESV.*XXX*	Holds most of the master codes records that are used in the A/R system. Accessed also by the P/I and O/P systems. Each of the different types of codes has a common prefix in the records defined as follows: ▪ C - Customer Types Codes ▪ M - Items Returns Codes ▪ S - Ship-Via Codes ▪ R - Contact Source Codes ▪ P - Prepayment Types Codes ▪ X - Tax Codes ▪ T - Terms Codes ▪ Y - Territory Codes
ARDISTFIL.*XXX*	Holds the A/R Distribution records until they are interfaced to the General Ledger system. If not using the G/L system, they remain on file until an A/R Distribution report is generated with the purge option chosen.
ARHISOPN.*XXX*	Holds the historic A/R Open Item records. These are basically Invoices, Credits, Debits and Payments that were moved from the Open Item file when the A/R purged operation is executed.
AROPENFL.*XXX*	Holds the A/R Open Item records. These are basically Invoices, Credits, Debits and Payments that have not yet been purged from the A/R.
ARSUBQWRK*nnnn*.*XXX*	This is a work file that is created when the A/R Period Analysis function is executed. The *nnnn* is the PID # of the user that ran the analysis.
ARUSECOD.*XXX*	Hold the master A/R User Codes records.
CASHAPFL.*XXX*	Holds the Apply-To information records associated to the A/R Cash Receipts Transactions that have been entered. These records remain on the system until purged. *(This file tends to become rather large if you have a great number of Cash Receipts being entered).*
CASHBAT.*XXX*	Holds the A/R Cash Receipts Transaction Entry

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	Batch control records.
CASHFILE.*XXX*	Holds the A/R Cash Receipts Transactions that have been entered. These records remain on the system until purged. *(This file tends to become rather large if you have a great number of Cash Receipts being entered).*
CBbbbbbb.*XXX*	These files hold the A/R Cash Transaction Batch Pointer records. They point to A/R Cash Receipts record that belong to the Cash Batch bbbbbb. This file remains on the system only until the associated batch is posted.
COMMDUE.*XXX*	When Sales Transactions are posted that have a Commissions Amount specified, they are recorded as records to this file.
CUSDGCOD.*XXX*	When a customer has multiple values defined for a single particular Demographic Code,they are stored in this file.
CUSTFILE.*XXX*	Holds the master A/R Customer records.
CUSTFUHI.*XXX*	This file holds the Customer's Follow-Up records.
CUSTNOTE.*XXX*	This file holds the Customer's Notes records.
CUSTSEL.*XXX*	When a Cash Worksheet is generated, specific customers may be selected. This file holds the records of each Customer selected.
CUSTSUMY.*XXX*	For each Customer record on the system, there is also a Customer Sales Statistics record. These are kept in this file.
DEMOCODE.*XXX*	This file holds the Demographic Codes records.
DFLTCUST.*XXX*	This file holds any Default Customer records that have been defined.
DLW1nnnn.*XXX*	This is a work file that is created when the A/R Dunning Letters function is executed. The *nnnn* is the PID # of the user that ran the analysis.
DLW2nnnn.*XXX*	This is a work file that is created when the A/R Dunning Letters function is executed. The *nnnn* is the PID # of the user that ran the analysis.
FINCHGFL.*XXX*	This file holds the A/R Finance Charges Transaction records. They exist from the time

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	generated, until they are posted.
OPENAPLY.*XXX*	Each record in this file represents a total for every Open Item Apply-To number that has been recorded in the A/R system. These records remain on file until all corresponding Open Item records have been purged. *(If you suspect that this file is incomplete, or damaged, it may be rebuilt using the Rebuild Open Apply Balances function under the A/R's Operations sub-menu.)*
REOCCDST.*XXX*	Holds the Reoccurring A/P Transaction Expense Distributions records.
OVW1nnnn.*XXX*	This is a work file that is created when the A/R Overdue Analysis function is executed. The *nnnn* is the PID # of the user that ran the analysis.
OVW2nnnn.*XXX*	This is a work file that is created when the A/R Overdue Analysis function is executed. The *nnnn* is the PID # of the user that ran the analysis.
PROMCODE.*XXX*	Holds the master A/R Promotion Codes records.
PURGEWORK.*XXX*	This is a work file that is created when the A/R Purge Accounts Receivable function is executed.
REMITCOD.*XXX*	Holds the master A/R Remit Codes records.
SALESBAT.*XXX*	Holds the A/R Sales Transaction Entry Batch control records.
SALESMAN.*XXX*	Holds the master A/R Sales Representatives records.
SBbbbbbb.*XXX*	These files hold the A/R Sales Transaction Batch Pointer records. They point to A/R Sales Transaction record that belong to the Sales Batch bbbbbb. This file remains on the system only until the associated batch is posted.
SLSDSTFL.*XXX*	Holds the Revenue Distribution records associated to the A/R Sales Transactions that have been entered. These records remain on the system until purged. *(This file tends to become rather large if you have a great number of Sales Transactions being entered).*
SLSTRXFL.*XXX*	Holds the A/R Sales Transactions that have been entered. These records remain on the system until purged. *(This file tends to become rather large if*

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	you have a great number of Sales Transactions being entered).
STATEMENT.*XXX*	When the Customer Statements function is selected, the selection filters and generation options are stored in this file.
STMTWRK1.*XXX*	This is a work file that is created when the A/R Statements function is executed.
STMTWRK2.*XXX*	This is a work file that is created when the A/R Statements function is executed.

7.2 System Operational Variables

Some aspects of the Series 5 A/R system can be controlled through runtime configuration variables. This mechanism provides a great deal of flexibility, because these variables can be modified by each site as well as directly by an AcuGT program.

Configuration variables are maintained in a runtime configuration file. This standard text file can be modified by the host system's text editor. Each entry in the runtime configuration file consists of a single line. All entries start with a keyword, followed by one or more spaces or tabs, and then one or more values.

These variables may also be defined in each operators' execution environment. On both UNIX and Windows systems, these would be defined as environment variables.

7.2.1 Environment Variables

The following variables may be defined for the operator's environment. Under UNIX, these may be seen by entering the shell **env** command. Under Windows, these may be seen by entering the DOS **set** command.

Variable	***Description***	***Description***
APPDATA	C:\Documents and Settings \xxxxxx\Application Data	The 1st 2 characters are used to determine the users' Home Drive on their PC. (Is set up by Windows)
SHSI_USER_NAME	SHSI5.LARRY	The default Signon User code used when signing onto the system from a client PC.
USERNAME	SHSI	The Windows client signon name. Used to determine the operators actual "/My Documents" folder pathname. (Is set up by

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		Windows)
S5_DIR	D:\S5	Required ONLY by the user building the Series 5 executables

7.2.2 Configuration Variables

The following variables may be defined in the runtime configuration file. These variables can only be defined or updated by your Systems Manager, or support staff from Sentinel Hill Software Inc.

Processing Tip

If you need to maintain different sets of operating environments on your system, you may do so by setting up different runtime configuration files. In this case, the different environments would execute totally independent of one another. In particular, the two variables that would provide total independence are **SHSI_CTRL_PATH** and **CODE-PREFIX**.

Control and File Management Variables

The following variables are used to define the location of different sets of files used by the Series 5 applications. (Those in red are critical to proper execution)

Variable	***Default or Sample Argument***	***Description***
ACURUN_NAME	wrun32	The name of the AcuGT runtime. Used to build the command line for Background Job Execution
ccc_SPIO_PATH	d:\acctg\comp\spiodir	The default directory used for import/export for Series 5 Company System ccc. This is also used as the directory where the form letters for A/R Dunning Letters are stored.
ccc_ORTXT_PATH	d:\acctg\comp\txtorders	The default directory used for importing O/P Text Orders for Series 5 Company System ccc
ccc_TRXTXT_PATH	d:\acctg\comp\trxinput	The default directory used for importing A/R and A/P transactions for Series 5 Company System ccc
ccc_IMAUDIT_PATH	d:\acctg\comp\imaudit	The default directory used for maintaining O/P Inventory Audit files for Series 5 Company System ccc
ccc_DUNLETTER_PATH	d:\S5\dun-templates	The default directory used for maintaining A/R Dunning Letter template files for Series 5 Company System ccc
CODE_PREFIX	d:\S5\bin\runs	The directory path in which the executable programs reside.
IAMESS_x1	"OK to Sell Text line 1"	Lines of text displayed in O/P when an item is out of stock, and operator is prompted. These

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		are the 3 lines used in the prompt. The x is used to allow for different sets of texts for different Inventory Activity Codes that may have been set up for the Inventory Item in question. • A - Active • O - Obsolete • D - Discontinued • I - Needs Information • F - Forecasted • F - Planned • C - Cancelled • S - Suppressed
IAMESS_x2	"OK to Sell Text line 2"	see above
IAMESS_x3	"OK to Sell Text line 3"	see above
HELP_PREFIX	d:\S5\bin\help	The directory path in which the Help files reside.
IMAGE_PREFIX	d:\S5\bin\images	The directory path in which all bitmapped images are stored.
LAUNCH_BCKGRND_CMD	wrun32 -d -c d:\s5\etc\cblcfgui	This is the shell command that is used to execute jobs submitted for execution in the Background Job Processor
m-THIN-DRIVE-MAP	/user/larry/data	On thin client systems, when attempting to print to, or save text export to a file on mapped drive M, (which is mapped to a directory on the UNIX server), then the file will actually be written to the directory path specified as the argument
MANIFEST_IN_PATH	d:\acct\comp\manif-dir	
PI-INV-DESC**N**	B Software Development	Defines the Invoice Layout Generation Type and Descriptive text printed on P/I Invoices for charges that are sub-totalled by their WIP Consolidation Flag when set to **N**, (where **N** = 1, ... 9)
SHSI_ACUCON-EREQUEST-MODE	1, 2, 3, or 4	Used to determine how E-Requests are handled by the Web Management system: ➢ 1 - Use AcuConnect on a remote server ➢ 2 - Use AcuConnect initiated from the E-Request Server program running on the PC ➢ 3 - Don't use AcuConnect at all. Process requests directly from the E-Request Server program on the PC ➢ 4 - Use AcuConnect only for requests that don't generate MS Word or Excel documents

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SHSI_CTRL_PATH		The Series 5 applications are controlled using a number of system files. These files are stored in the directory path defined here.
SHSI_JOBQ_PATH		When functions are set up to be executed in the Background or Night Job Processor, information about the job is stored in a file that is written in the directory path defined here.
SHSI_REMOTE	BRANCH10	If entering A/P Transactions in a remote branch where the Batch file is to be transmitted to head office, this is the 8 character branch code embedded in the A/P Batch's created by field.
SORT_DIR	c:\windows \temp	The directory path in which temporary sort files are created used by the system. On FAT systems, this path should be on the users PC. On THIN systems, it should be on the UNIX server.
WIN32_NATIVECTLS	1 or 0	Set to 1 to enable the workstation's theme in how the Windows controls are displayed. This is only available to Windows XP, Windows Vista and Windows 7 using Acu-GT 8.1 or later.
V-VERSION	3	The default Revision of the type of AcuGT files to be used. Must be set to 3

Mail Management Control Variables

The following variables are used to define to define Forms that may be printed. The argument strings are printer command strings that are unique to the given types of printers.

Variable	***Default or Sample Argument***	***Description***
DOS_MAIL_CMD	d:\s5\util \DOSEMAIL %RECEIVER_NAME% %RECEIVER_ADDRESS% %SENDER_NAME% %SENDER_ADDRESS% SUBJECT% %MESSAGE_FILE% %ATTACHMENT% %ATTACHMENT2%	The shell command that is executed on Windows systems to have email sent using a mail program other that MS Outlook, (or

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	other MS mail programs). In the Series 5 system, is used to access a 3rd party utility to send email to Lotus Notes users. Each pseudo variable will be replaced with the applicable string, or path.	
DOS_MAIL_PATH		The directory path in which the temporary mail messages are created on the Windows PC when mail is sent using the DOS_MAIL_CMD
UNIX_MAIL_CMD		The shell command that is executed on UNIX systems to have email sent
UNIX_MAIL_PATH		The directory path in which the temporary mail messages are created on the UNIX server when mail is sent using the UNIX_MAIL_CMD.
WEB_EDOCS_DIRECTORY	d:\s5\WEB-Etmp	The directory path in which temporary files are created used to send attachments as emails on MS Windows platforms.

Printer Control Variables

The following variables are used to define to define Forms that may be printed. The argument strings are printer command strings that are unique to the given types of printers.

Variable	***Default or Sample Argument***	***Description***
<my queue name 1>	PRINTER1 -P SPOOLER	Defines a Series 5 Print Queue named **PRINTER1** that is designated as a Windows printer. When the runtime opens a file assigned to "***-P SPOOLER***, it automatically initiates a job with the Windows spooler and constructs print pages in accordance with the program. The runtime uses the default printer and font. If the user looks for the job in the spooler, it is named with the current title of the AcuGT-GT window. *Note that you must also set up a Printer Queue named **PRINTER1** using the Printer Queue Maintenance function found on the Main Menu under System Maintenance on the menu bar.*
<my queue name 2>	LARRYPRINTER2 -P SPOOLER-DIRECT	Defines a Series 5 Print Queue named **LARRYPRINTER2.** You would define the queue with ***-P SPOOLER-DIRECT*** if a Series 5 form was to be assigned to this printer output, or if the application formatted the printout with embedded control codes. In this case, the print job to be sent

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		to the printer via the Windows spooler, but the program does not use the spooler to format the pages. You must use embedded control codes to handle formatting (much as you would under UNIX if you used the UNIX spooler).
<my queue name 3>		
	The following variables are used to identify the default settings for the different types of special forms that may be printed. Each variable must have 3 arguments, as follows, providing the Queue Name, the Create Option, and the Target output: <ccccc>-FORM-Q <Queue-Name> <Create-Option> <Output-Target> where: <ccccc> is the Series 5 Company System code to which the variable is to be applied to <Queue-Name> is one of the Series 5 Queues that has been defined <Create-Option> is either **RECREATE**, **APPEND** or **DISTINCT** <Output-Target> is one of the following: **PRINTER** - Output to the selected Printer Queue **PRINT** - Output to the selected Printer Queue **ARCHIVE** - Output only as Archived **DISK** - Output only as Archived **PRINT&ARCHIVE** - Output to the selected Printer Queue and have Archived **BOTH** - Output to the selected Printer Queue and have Archived **BROWSE** - Output to the Series 5 Browser **ASCIIDISK** - Output to disk as an ASCII Text document **WORDDISK** - Output to disk as an MS Word document **PRINT&WORD** - Output to disk as an MS Word document and to selected Printer **ARCHIVE&WORD** - Output to disk as an MS Word document and have Archived **WORD2003** - Output to disk as an MS Word 2003 document **PRINT&WORD2003** - Output to disk as an MS Word 2003 document and to the selected Printer **ARCHIVE&W** - Output to disk as an MS Word 2003 document and have Archived	

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	ORD2003 **WORD2007** - Output to disk as an MS Word 2003 document **PRINT&WORD2007** - Output to disk as an MS Word 2003 document and to the selected Printer **ARCHIVE&WORD2007** - Output to disk as an MS Word 2003 document and have Archived **PDFDISK** - Output to disk as a PDF document **PRINT&PDF** - Output to disk as a PDF document and to the selected Printer Queue **ARCHIVE&PDF** - Output to disk as a PDF document and have Archived	
ccc-OP-INVOICE-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Invoices
ccc-OP-INV-REPRINT-Q	<my queue name> RECREATE PRINT	Print Queue used for O/P Reprinted Invoices
ccc-OP-POS-INVOICE-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Point-of-Sales Invoices
ccc-OP-QUOTE-PRINT-Q	<my queue name> RECREATE ARCHIVE&PDF	Print Queue used for O/P Customer Quotes
ccc-xxx-PACKSLIPS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Packing Slips for Location xxx
ccc-xxx-PICKS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Pick Tickets for Location xxx
ccc-xxx-QPICKS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P QuickPick Ticket for Location xxx for
ccc-AP-CHECK-Q	<my queue name> RECREATE BOTH	Print Queue used for A/P Checks

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ccc-AP-QUICK-CHECK-Q	<my queue name> RECREATE BOTH	Print Queue used for A/P Quick Checks
ccc-AR-STATEMENT-Q	<my queue name> RECREATE DISK	Print Queue used for A/R Statements
ccc-PI-INVOICE-Q	<my queue name> RECREATE PRINT&WORD	Print Queue used for PI Invoices
ccc-PI-INV-REPRINT-Q	<my queue name> RECREATE ARCHIVE&WORD	Print Queue used for PI Reprinted Invoices
ccc-PURCHASE-ORDER-Q	<my queue name> RECREATE ARCHIVE&WORD2007	Print Queue used for PO Purchase Orders
ccc-PO-REQUISITION-Q	<my queue name> RECREATE ARCHIVE&WORD	Print Queue used for PO Requisitions
ccc-QI-INVOICE-Q	<my queue name> RECREATE PDFDISK	Print Queue used for QI Invoices
ccc-QI-INV-REPRINT-Q	<my queue name> RECREATE ARCHIVE&WORD	Print Queue used for QI Reprinted Invoices
FMnnn-DESC	For Dual Page Dunning Letters	Report Print Form # nnn - The description of the form displayed on the print options screen
FMnnn-INIT	<text string>	Report Print Form # nnn - Printer command string to Initialize print job
FMnnn-RESET	<text string>	Report Print Form # nnn - Printer command to reset printer
FMnnn-SELECT-TRAY-1	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 1

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FMnnn-SELECT-TRAY-2	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 2
FMnnn-SELECT-TRAY-3	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 3
FMnnn-ODD-PAGE-HEAD	<text string>	Report Print Form # nnn - Printer command string for odd page headers
FMnnn-ODD-PAGE-FOOT	<text string>	Report Print Form # nnn - Printer command string for odd page footers
FMnnn-EVEN-PAGE-HEAD	<text string>	Report Print Form # nnn - Printer command string for even page headers
FMnnn-EVEN-PAGE-FOOT	<text string>	Report Print Form # nnn - Printer command string for even page footers
FMnnn-RPT-DATE-LINE	<text string>	Report Print Form # nnn - Printer command string for report date line
FMnnn-RPT-TITLE	<text string>	Report Print Form # nnn - Printer command string for report title line
FMnnn-RPT-LEGENDS	<text string>	Report Print Form # nnn - Printer command string for report legends lines
FMnnn-RPT-HEADERS	<text string>	Report Print Form # nnn - Printer command string for report headers lines
FMnnn-USER-CODE-1	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-2	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-3	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-4	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-5	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-6	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-7	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-8	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-9	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-10	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
MSWORD-DEFAULT-SPECS	"LANDSCAPE" "Courier New" 8	Defined specifications for outputting Series 5 reports to an MS Word Document Arguments are: <Orientation> <Font> <Fontsize> <Template-Name>

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		• The font must be defined on the clients PC • Orientation must be LANDSCAPE or PORTRAIT • The Template is an MS Word defined template and must be stored in MS Word's Template directory
MSWORD-AR-STMT-SPECS	LANDSCAPE "Courier New" 8	Defined specifications for outputting A/R Statements to an MS Word Document
MSWORD-CS-INV-SPECS	PORTRAIT "Courier New" 8 Invoice-Template	Defined specifications for outputting Cement Shipment Invoices to an MS Word Document
MSWORD-DUNSTMT-SPECS	LANDSCAPE "Arial" 10 Letter-Template	Defined specifications for outputting A/R Dunning Letters to an MS Word Document
MSWORD-GL-FINS-SPECS	LANDSCAPE "Courier New" 8	Defined specifications for outputting G/L Financial Statements to an MS Word Document
MSWORD-OP-FINS-SPECS	PORTRAIT "Courier New" 8 Invoice-Template	Defined specifications for outputting O/P Invoices to an MS Word Document
MSWORD-OP-QUOTE-SPECS	PORTRAIT "Courier New" 10 Quotes-Template	Defined specifications for outputting O/P Quotes to an MS Word Document
MSWORD-PAKSLIP-SPECS	LANDSCAPE "Courier New" 8 Pack-Template	Defined specifications for outputting O/P Packing Slips to an MS Word Document
MSWORD-PI-INV-SPECS	PORTRAIT "Courier New" 8 Invoice-Template	Defined specifications for outputting P/I Invoices to an MS Word Document
MSWORD-PO-FORMS-SPECS	PORTRAIT "Courier New" 10 purchase_order.dot	Defined specifications for outputting P/O Purchase Orders to an MS Word Document

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MSWORD-PO-REQS-SPECS	PORTRAIT "Courier New" 10 requisition.dot	Defined specifications for outputting P/O Requisitions to an MS Word Document
MSWORD-QI-INV-SPECS	PORTRAIT "Courier New" 8 Misc-Invoice-Template	Defined specifications for outputting Q/I Miscellaneous Invoices to an MS Word Document
MSWORD-WEB-RPT-SPECS	LANDSCAPE "Courier New" 7	Defined specifications for outputting E-Request server reports to an MS Word Document
XXX-BITMAP	Row Column Pixel-Height Pixel-Width Filename	For Series 5 Printer Queue XXX Outputs the speciifed bitmap file to the given row/column of the page at the specifed pixel Height/Width on every page of the report.
SHSI-RPT-DESTINATION	4	Sets the default output target selection for all reports generated in Series 5 that are not programatically targeted. The argument is an integer digit representing the desired target as follows: 1 - To the printer 2 - Archived 3 - Both the printer & Archived 4 - to be Browsed Only 8 - to disk as an ASCII file 17 - To disk as an MS Word 2003 document 19 - To disk as an MS Word 2003 document & Archived 26 - To disk as an MS Word 2007 document 30 - To disk as an MS Word 2007 document & Archived 35 - To disk as an MS Word 2007 saved as a PDF file You would typically have the argument set to either 1, 2 or 4.

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Web Server Control and File Management Variables

The following variables are used to define the location of different sets of files used by the Series 5 CGI service routines executing on a Web Server.

Variable	*Default or Sample Argument*	*Description*
CODE-PREFIX	/web/..../shweb/ acubin	The directory path in which the executable CGI programs reside.
SHSI-WEB-LOG-FILE	/web/..../shweb/ acutemp	The full path and filename which is used to log messages, generated by the system, by CGI service routines executing on a Web server.
SHSI-WEB-TRACE-MODE	0 or 1	If = 1, then messages are output to the execution error log file. Should be set to zero unless specifically need to debug the execution of CGI service routines.
WEB-COMPANY-1	40	The Series 5 Company code assigned to Web Company 1 (Code embedded in Web Page ID codes)
WEB-COMPANY-2	50	The Series 5 Company code assigned to Web Company 2
WEB-COMPANY-3	SHSI	The Series 5 Company code assigned to Web Company 3
WEB-COMPANY-4	PCA	The Series 5 Company code assigned to Web Company 4
WEB-COMPANY-5	AUSI	The Series 5 Company code assigned to Web Company 4
WEB-OP-LOCATION-1	10	The Inventory Warehouse Location code for orders submitted over the Web for Company 1
WEB-OP-LOCATION-2	20	The Inventory Warehouse Location code for orders submitted over the Web for Company 2
WEB-OP-LOCATION-3	30	The Inventory Warehouse Location code for orders submitted over the Web for Company 3
WEB-OP-LOCATION-4	40	The Inventory Warehouse Location code for orders submitted over the Web for Company 4
WEB-OP-LOCATION-5	EAST	The Inventory Warehouse Location code for orders submitted over the Web for Company 5
WEB-EDOCS-DIRECTORY	/web/..../shweb/ acutemp	The directory path in which temporary files are created used to send attachments as

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		emails on UNIX web servers.
WEB-MGMT-CTRL-PATH	@accserver:/acctg/shsi_ctrl	For CGI service routines on a Web server, defines the directory path of the location where the Series 5 control files reside.

7.3 Runtime Error Codes

These Unfortunately things don't always operate the way they should. For a variety of reasons, the application will on occasion generate some nasty looking error codes and messages.

These can be divided up into three categories of errors:

- ❑ Application generated Errors
- ❑ Microsoft Word or Excel generated Errors

Generally when an error occurs the application that was executing will bomb out. Any of these errors should be immediately reported to you System Manager, or to Sentinel Hill Software's support team.

When reporting an error, please attempt to record the following bits of information:

- What application you were executing
- What menu item you were executing
- What screen was being displayed just before the error was reported
- What field or control your mouse was position on when the error occurred
- What key or control was struck or clicked when the error occurred
- If possible, identify the Transaction record, or Master Code record that was being operated on at the time
- The error code, along with the accompanying descriptive text, if any.

Please Take Note

If it is at all possible, you should get a screen shot of your screen with the error message displayed. This would greatly assist in identifying the cause of the error.

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7.3.1 Application Error Codes

Here is a description of the assorted errors generated from the application that will cause it to terminate abnormally.

Error Code	*Message*	*Possible Problem*
24	Disk full for Indexed file WRITE	There is not enough disk space allocated to the data folder the data file resides in
30-XX	Hardware Error Failure	There is a serious hardware failure. The secondary code value xx is set by the operating system.
34	Disk full for Sequential file WRITE	There is not enough disk space allocated to the data folder the data file resides in
35	File not found for Open	The application attempted to open a file that could not be found. Contact your Systems Manager or Sentinel Hill Software support for assistance.
37-07	User does not have permission to access file	The user does not appropriate access rights to open the file
37-XX	System failure on opening a file	The application attempted to open the file in the wrong mode
37-99	Windows runtime not network enabled	Non-Networked runtime attempted to open a file on a remote system
39-XX	File Mismatch on OPEN	An older version of the file was being accessed, or application programming error.The secondary code value xx indicates the type of mismatch.
41	File Already Open	An application programming error. Contact Sentinel Hill Software support.
42	File Not Open	An application programming error. Contact Sentinel Hill Software support.
47-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
48-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
49-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
94-10	Too many files opened by	The max number of files has been reached. The

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	process	configuration variable MAX-FILES should be increased.
98	The file has become corrupt	The file has become corrupt for some reason. You must use the AcuGT's **vutil** utility to rebuild the file. Contact your Systems Manager or Sentinel Hill Software support for assistance. (From a DOS or UNIX prompt you will need to issue the command ***vutil32 -rebuild filename***).
9C	Max number of locks specified.	The max number of files that can be locked has been reached. Either the configuration variable MAX-LOCKS should be increased, or an application programming error has caused the problem. (By default MAX-LOCKS is the same as MAX-FILES)
9D-XX	Internal error from host file system	An internal error has occurred when attempting to access a file over the network using AcuGT's Acuserver running on the primary server. The most likely problem is that the host server network is down, or the host server file server process has failed. Contact your Systems Manager. The xx is the host system's error code.

7.3.2 Microsoft Utility Errors

TheSeries 5 systems internally makes calls to Microsoft's Word and Excel utilities. On occasion, these utilities will report an error which causes the application to abort. Here are the documented errors that have been encountered to date.

From	***Message***	***Possible Problem***
Word	Unable to satisfy the requested call	When attempting to print a document directly from Word, and a problem exists on the network, or the remote printer is probably not turned on.
Excel	Class is not licensed for use (error 800A03EC)	When outputting a string to a spreadsheet there was a "=", "+", or "-" character in the 1st character of the string. Excel thinks this is the start of an equation that does not make sense. If possible insert the "'" , (single quote), character as the 1st character of the string being output.

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